



## THE MANAGEMENT AGENCY

### AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN

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| <b>Policy Number:</b>    | AFB/22/0/11 - 033  |
| <b>Policy Title:</b>     | <b>AFB PMP Trainer Remuneration and AFB Recognition Course Administration</b>                                      |
| <b>Policy Statement:</b> | To provide access to appropriate training for the identification and destruction of AFB from hives in New Zealand. |
| <b>Scope:</b>            | Policy relates to contracted trainers as approved by the Management Board.   |
| <b>Procedure;</b>        | Responsibilities of the Trainer  |

1. The Trainer will be fully vaccinated against COVID 19.
2. The approved Trainer will have completed the training for this course.
3. The Trainer will be assigned course dates for their region as decided by the Training Coordinator reflecting previous demand for the regions. This could be up to three full courses per year and two refresher courses.
4. These dates will be advertised on the AFB PMP website. They will be advertised in The Beekeeper April and October journal as well as promoted to beekeepers via MailChimp when the Training Coordinator feels more promotion is required.
5. The Trainer will confirm to the Training Coordinator the venue for their course, large airy rooms are recommended.
6. Contact beekeepers the week of their course to: a. Remind them that if they are not feeling well on the day of the course, they must not attend and b. Advise beekeepers that catering will not be provided at the course, they must bring their own food and drinks for the day
7. Must immediately suspend courses by trainers that report symptoms of respiratory disease.
8. Test papers will be kept confidential and that a mix is provided to attendees to avoid dishonesty.
9. Trainers will ensure candidates maintain physical distancing of 1m between each person. Sanitiser is to be provided and masks are to be encouraged for the students attending the course
10. The Trainer collates and sends the completed exam papers and attendee details to the Training Coordinator on the approved template.
11. The Trainer will provide to the Training Administrator a Tax Invoice and receipts within one month of the course.

#### Responsibilities of the AFB PMP Training Coordinator

1. The Training Coordinator will receive and co-ordinate registrations and payments for the course, they will send a confirmation email and receipt of payment.



2. The Training Coordinator will provide the Trainer with the list of attendees.
3. The Training Coordinator will provide the test papers on an as required basis as well as a return courier bag
4. The Training Coordinator will pay the Trainer, as per contract, and reimburse for agreed reasonable expenses as outlined in the contract.
5. The Training Coordinator will mark the of test papers and advise to the trainers the results of these tests outlining any incorrect answers.
6. The Training Coordinator will advise candidates of their test outcome and offer to email digital certificates if required. Information on how to apply for a DECA is provided to each successful candidate.

The AFB PMP Management Board will reimburse all contracted AFB trainers as follows;

- Venue hire including projector charges if required
- All actual and reasonable expenses
- Mileage Allowance at the approved IRD rate restricted to 300km return. Anything in excess must be approved by the Training Coordinator
- Trainer's hourly rate as per contract
- One hour administration time to allow for room set up and pack down.

Reimbursement will be made on the 20<sup>th</sup> of the month provided tax receipts are submitted within one month of the course taking place.

**Rationale:**

The AFB PMP Management Board recognises that AFB Recognition course trainers are contractors and therefore must meet their own employment related costs.

The hourly rate commences at the start of the course and ends at the completion of the course.

In addition, one hours hourly rate will be paid in lieu of administration time.

Trainers will adhere to the Health and Safety requirement in their Contract.

**Effective Date:**

This policy will be effective from 1 October 2022.

**Review Date:**

1 October 2024



Mark Dingle  
Chairman AFB NPMP Management Agency

Date 1 October 2022