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# ASCI Facilitator Terms and Conditions

*Current as of June 2017*

## 1 RECITALS

- Australasian Production and Inventory Control Society Limited, trading as Australasian Supply Chain Institute (ASCI) is a non-profit public company limited by guarantee under Australian law.
- ASCI is committed to pursuing the Objectives outlined in the Constitution.
- ASCI's operation is subject to the its Constitution and is governed by By-Laws (created under clause 27 of the Constitution).
- The organisational structure of the ASCI Board includes Members, a Board of Directors, including a President and Vice President and a Chief Executive Officer and other staff as may be required from time to time.
- In consideration for the ASCI accepting the Member (Individual or Corporate Members) as a member of the Company and conferring the rights associated with the Membership, the Member agrees to pay all relevant Membership Fees and agrees to be bound by the Constitution, these Membership Terms and Conditions, By-Laws, notices and directives as amended, supplemented or replaced from time to time.

## 2 FACILITATOR STATUS

Facilitators deliver services to ASCI on a contract basis. They are contracted for the delivery of a specified course on specified dates. The contract period does not extend beyond each course assignment/s and ASCI does not guarantee employment beyond an immediate contract.

## 3 ASSIGNMENT & APPOINTMENT OF FACILITATORS TO CLASSES

ASCI will contract Facilitators to teach a subject or course each term.

A Facilitator will receive a letter of offer before each assignment which will set out which course is to be taught, the dates, the payment being offered and any other relevant terms (including the terms of the Standard Terms and Conditions).

The Facilitator accepts the assignment by communicating acceptance to ASCI in writing.

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## 4 FACILITATOR QUALIFICATION MAINTENANCE

Facilitators are responsible for ensuring and maintaining the validity and currency of their qualifications and associated registrations with course partner bodies at their own cost.

These may change from time to time as mandated by the ASCI Partners and facilitators will need to keep their qualifications compliant with these requirements.

Where ASCI facilitators need to upgrade, maintain or obtain a training qualification – they need to do so at their own cost.

Where there is a need to maintain a professional development log, such log is to be maintained, at the sole responsibility of the facilitator.

## 5 FACILITATOR REMUNERATION

ASCI wishes to remunerate its facilitators fairly, at competitive market rates and in a way, that reflects the importance of the facilitators to the ASCI's business and aims.

Facilitators will be paid per a Fee Structure which is consistent across Australia. ASCI may vary its fees for specific assignments or as determined by its budgeting process.

In all instances, the facilitator will receive a Letter of Offer (via email) preceding any assignment, which sets out the remuneration offered. Facilitators will be required to accept the assignment in writing.

All fees are inclusive of preparation time and any other activities required for the effective delivery of the course content. Additional fees or exceptional expenses will not be paid to facilitators unless the facilitator has obtained prior written authority from ASCI.

All facilitators are contractors, not employees, of ASCI. For the avoidance of doubt, facilitators will not be entitled to superannuation in addition to their remuneration.

ASCI prefers that facilitators are registered as an Australian proprietary company. However, individual facilitators may be included under ASCI worker's compensation policy.

All ASCI facilitators will need to have an ABN. All invoices should include an ABN number.

GST will be paid to the Facilitators where the facilitators is GST registered. Facilitators should indicate on their invoices if GST is payable.

Facilitators are required to invoice ASCI within two (2) weeks of the course conclusion.

Facilitators who are facilitating qualifications under the AQTF that involve assessment of students, will be paid for the assessment portion of the work once assessments have been marked.

ASCI will pay Facilitators invoices within four (4) weeks of receipt of invoice.

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ASCI will review the Fee Structure annually (following the release of the annual audited accounts) and revise fees when appropriate.

## **6 FACILITATORS MATERIAL & SUPPORT**

### **6.1 Certification Courses:**

Facilitators will be responsible for obtaining and keeping up to date course material for the delivery of the relevant course module. This typically includes, but is not limited to, a hard copy Facilitators' manual and PowerPoint presentation slides.

CPIM, CLTD and CSCP Facilitators should be in possession of current APICS Dictionaries and Study notes.

If a facilitator regularly lectures for ASCI, they are encouraged to purchase reference books – which they can do from ASCI office at their own cost.

Facilitators are reminded that the material they use is subject to copyright. Making copies of presentation slides or content from the Instructor or Student Manuals is against the copyright policy and misuse of this material may have legal consequences for ASCI.

### **6.2 Non-Certification Courses:**

If course material for a non-certification program is owned or licensed to ASCI, then the ASCI will provide to the facilitator the necessary material for program delivery. This typically includes a manual and presentation slides.

The right of facilitators to adapt, enhance or add to this material and the way they may do so, is dependent on the program. For example, APICS Principles material must be printed "as is", but may be supplemented, added to etc. Internally developed course material, for example, Essentials of Inventory or Planning programs, can be modified and facilitators are to encourage feedback suggested enhancements and improvements.

If the intellectual property (IP) of the course material rests with the facilitator, then the IP remains the facilitators. ASCI warrants that it will not publish, distribute or use this material without the express permission of the IP owner.

## **7 FACILITATORS ASSESSMENT**

All facilitators agree to be assessed/reviewed to ensure that quality standards are being met.

Currently the ASCI assesses Facilitators quality through:

- Student Evaluations (written);

- Exam / qualification results; or
- Written/telephone feedback.

Additional assessment methods may be used from time to time – including in-class review or feedback mechanism.

ASCI acknowledges that none of these assessment methods are 100% reliable. These mechanisms are however beneficial in terms of identifying concerns and will be the trigger for further discussion and improvement initiatives.

Facilitators should be aware that APICS (US) require us to submit to them evaluation forms as part of our contractual arrangements with them.

ASCI does however not share the feedback with other parties outside of APICS international.

ASCI will share feedback with its facilitators in a prompt, open and honest manner with a view to working together to improve or address problems.

Specifically, facilitators will receive:

- evaluation summaries following each class;
- pass /fail rates following each exam if available; and/or
- direct contact from ASCI should a concern be raised by a student

### **7.1 Quality Complaints Mechanism / Escalation Process**

Complaints concerning Facilitators quality/delivery will be handled in the first instance by the office administration.

Concerns not easily/immediately remedied need to be referred to the General Manager.

Unresolved complaints or those requiring input from non-operations (or third party) perspective can be escalated to a nominated committee/board member.

## **8 FACILITATORS – SOME GENERAL OBLIGATIONS**

### **8.1 Membership**

All facilitators who are facilitating a certification program from one of ASCI's partners are required to be current members of ASCI. This requirement does not extend to short course facilitators contracted to deliver ad hoc programs.

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## **8.2 Equipment**

All facilitators are responsible for supplying and maintaining their own equipment, including but not limited to computers, other electronic devices, or software, for the successful delivery of courses. It is encouraged that all electronic devices, including laptops should have the latest version of Microsoft Office or the equivalent, to run and maintain courseware.

ASCI will ensure facilitators are provided with a room, projector and screen/display.

## **8.3 Associated Expenses**

Unless prior arrangements have been agreed all facilitators are responsible for all associated costs in delivering courses. This includes but is not limited to parking and/or transportation, accommodation, and meals.

## **8.4 Confidentiality**

Facilitators are bound by a confidentiality agreement which acknowledges that all courseware material, whether they have or have not been modified by the facilitator, remains the Intellectual Property (IP) of ASCI, and cannot be imputed to belong to any individual facilitators.

The facilitator must do all things necessary to ensure that confidential information, including student exam results, emails and personal contact details, remain confidential.

## **8.5 Conflicts of Interest**

Facilitators are to declare any potential conflict of interest.

## **8.6 Professionalism**

Facilitators are expected to uphold ASCI and its respective certification partners' Code of Ethics and are expected to do all things necessary to not bring ASCI or its affiliates into disrepute, including but not limited to representing ASCI in a positive and professional manner when speaking or interacting with students or potential clients.

## **8.7 Administrative Tasks**

Facilitators may need to perform several administrative tasks relevant to the education courses. These tasks include but are not limited to distributing text books, receipts and certificates to students during their workshop, ensuring that their class attendance is marked at each session (to comply with OH&S requirements and for the maintenance of student records) and encouraging participation in other ASCI activities (e.g. networking events, webinars, short courses).

Facilitators are to ensure that Evaluation Forms, both digital and written, are completed and returned/submitted to the ASCI's National Office.

When facilitating a competency based program which requires the submission of work during and after the program, facilitators are to ensure that all work is submitted to the office so that ASCI is aware of the student's progress and can maintain records as required.