



## **Professional Associates 2018-19**

If you wish to be considered as a professional associate, you should read these guidelines which outline CCEA's contracting procedures.

- Contracts available are entirely dependent on CCEA's strategic and operational requirements, and budgetary restrictions.
- Admission to the standing list does not guarantee that work will be offered.
- Prospective Professional Associates should indicate where their expertise/knowledge/interests lie. The standing list will close for registrations on a specified date as indicated on the CCEA website, but may re-open for specific interest areas.
- CCEA is committed to equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, between persons with a disability and persons without and between persons with dependents and persons without. CCEA is also committed to promoting good relations between persons of different religious belief, political opinion or racial group. Professional Associates may be asked to supply monitoring details. This information will be treated confidentially and will only be used to provide statistical information for official purposes as set out in Section 75 of the Equality Act 1998.
- Where a contract for work is requested by a CCEA Officer, the list will be sifted to highlight all those who have indicated a preference in the area(s) sought for the contract.
- All those identified in the initial sift will be invited by email to apply for the contract. Applications should be completed as fully as possible based on the criteria set for the particular contract.
- At closing date, the Requesting Officer and a member of Human Resources will shortlist applications and where necessary invite shortlisted candidates to interview and/or test within two weeks of shortlisting. The decision to interview/test etc will be dependent on the requirements of the contract and the number of applicants.
- All applicants will be notified of the outcome by email.
- Successful candidates will submit an online Contract for Services. It is the responsibility of the Professional Associate to read and

understand the terms set out in the Contract and any other policies applicable. Additionally, if there is a requirement to visit schools, the Professional Associate must affirm that they have read and agree to abide by the Child Protection policy, procedure and guidelines.

- A Contract offer will be subject to satisfactory reference (and where applicable, satisfactory AccessNI check for criminal convictions).
- Where a Contract is awarded, the Professional Associate must be available to carry out the duties in the number of days required, within the agreed timescale. Issues which may affect availability must be flagged up to the CCEA Officer at the earliest opportunity. The Professional Associate should also be available for an initial meeting with the CCEA Officer to discuss requirements of the contract, deadlines etc. and may also be required to attend other meetings in CCEA as required throughout the duration of the Contract. Failure to perform to standards identified could result in withdrawal of the Contract.
- At the end of a Contract, the Requesting Officer will complete an assessment form detailing performance, achievements, conduct etc. A copy of this will be sent to the Professional Associate within three weeks of the contract end.
- Professional Associates can be offered contracts for work for up to 40 days (or up to £5400 in the year 1 April 2018 to 31 March 2019). This will be monitored, and you will be notified if CCEA can no longer avail of your services for this reason.
- Professional Associates will be self-employed status and any work carried on behalf of CCEA must be done on a Professional Associate's own time, using their own resources. As a result, Professional Associates are responsible for their tax and National Insurance contributions. Under HMRC guidelines, CCEA will deduct tax at the basic rate, however individual Professional Associates are responsible for any further payments and any queries on this should be referred to the HMRC.

As a self employed person, a Professional Associate may continue to carry out work for CCEA whilst on maternity leave from an organisation which is their main employer. However, this is dependent on ability to carry out any work within agreed timescales for CCEA and make any appropriate arrangements with HMRC.

## Frequently asked questions and answers

- Q. *I have been on the standing list for a couple of years now and have never been given a contract. Is there any point on me remaining on the list?*
- A. Being on the standing list is not a guarantee of work. However, business need dictates the type of work and amount of contracts offered in any one year.
- Q. *Can you send me hard copies of any correspondence?*
- A. All correspondence for the standing list 2018-19 will be done through email. We recommend therefore that you provide CCEA with an email address that you can access throughout the year. If you have a disability which affects your ability to apply online, please let the Human Resources team know and they will make arrangements for you to apply/correspond in a way that suits you.
- Q. *How many contracts could I do in one year?*
- A. This depends entirely on the operational requirements of various departments throughout the year and the type of work they need. Some contracts can be for just a couple of days, whilst others could require a substantial amount of time to complete. Each contract advertised will detail the number of days, so you will be aware in advance. However, this will not exceed 40 days.
- Q. *Is there a closing date for the standing list?*
- A. The standing list will close for registrations on a specified date as indicated on the CCEA website, but may re-open for specific interest areas.  
Also, every specific contract invitation will have a closing date for applications.
- Q. *Do I have to be a teacher to apply?*
- A. Not necessarily, however most of the contracts require knowledge/work in the Education Sector. In many instances, we require professionals who are outside the school environment, for example the Further/Higher Education sectors, or specialists in certain fields of industry/business. Again, the requirement of each individual contract will dictate the type of knowledge and experience required by the successful Professional Associate.
- Q. *What type of contracts will be available for Professional Associates?*

We cannot predict going forward the nature or amount of contracts that may be offered. This depends on the strategic/operational need of the business and budgetary restrictions. However there are ongoing demands on CCEA to produce work, for example externally, from regulatory/awarding bodies and Department of Education.

- Q. *What if I can't complete a contract I have been working on?*
- A. If you are offered a contract by CCEA you will be provided with details of the officer in charge of that specific contract and will be invited to attend an initial meeting with the officer to complete any necessary documentation and set out timescales/requirements of the contract. The officer will monitor progress of the contract and should there be any problems, they will be your point of contact. Problems may relate to performance or quality of the work delivered, and in that case, the officer will deal with any issues to help you redress any problems. If, for example, there are personal reasons (sickness/change of circumstances etc) which will hinder you from completing the contract, you should contact your supervising officer for advice. You will continue to be on the list, but are responsible for ensuring that you can complete any subsequent contracts you may be awarded.

At the end of each completed contract, the supervising officer will complete a performance assessment form which will be recorded in your personal file. You will also receive a copy of this. If you apply for subsequent contracts, previous assessments may be considered only where you are deemed to be the best person for the contract and the work involved in the contract is of a similar nature/uses similar skills.

- Q. *Who do I contact if I have a problem?*
- A. As above, any problems regarding a specific contract should be referred to your **supervising officer**. If you have any queries regarding the standing list, any invitation to apply etc, you should contact a member of the Human Resources Department. Contact names/numbers are listed below.

**CCEA 02890 261200**

For contracting, appointment, or performance queries:  
Christine Leung ext 2700 [cleung@ccea.org.uk](mailto:cleung@ccea.org.uk)

For standing list or general queries:  
Michelle Wilson ext 2705 [mwilson@ccea.org.uk](mailto:mwilson@ccea.org.uk)