



CIH Awarding Body External Moderator Contract 2008 / 9

A. Responsibilities of external moderator

The external moderator will:

- Declare any personal or professional interest in an accredited centre prior to the moderation of work from the centre.
- Conduct their duties as a CIH Awarding Body external moderator in complete confidentiality.
- Attend one induction day and thereafter at least one CIH Awarding Body training day per year (for which there will be a fee).
- Contact the centres to make arrangements to conduct their duties over the year in compliance with the CIH Awarding Body external moderator guide.
- Following the completion of each stage of the process, submit to CIH external moderator report form A within the first 12 weeks of the start of the course and external moderator form B before the end of the course.
- Submit a sample of the moderation work to the Chief Moderator in compliance with the moderation guidelines.
- Agree to an initial appointment period of one year (the contract will be renewed annually).
- Provide 2 months notice to terminate the appointment.

B. Responsibilities of the CIH Awarding Body

The CIH Awarding Body will:

- Appoint external moderators to accredited centres and issue details of the Centre prior to the start of the course.
- Provide external moderators with guidelines and other supporting documentation.
- Provide an induction and annual training day.
- Provide ongoing advice and support.
- Ensure prompt payment of travel expenses.
- Ensure prompt fee payment on receipt of reports.
- Provide 2 months notice to terminate the appointment.



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C. Fees

The CIH Awarding Body will pay the following fees:

- A £200 administrative fee for each allocated Centre.
- A fee of £7 per script for each item of learners work moderated.
- A fee of £50 plus travel expenses for attendance at a CIH Awarding Body training day..

The Centre administration fee may be claimed when the Centre QA visit report is submitted to the CIH Awarding Body. The fee per script may be claimed when the Report form B is submitted to the CIH Awarding Body.

D. Expenses

The CIH Awarding Body will pay the following expenses:

1. Travel

To from home to the venue of the training day on the following basis:

Rail travel.

Where the rail travel is by Virgin railways this should be booked through the CIH Education office to facilitate special charity rates. Any other rail journeys must be second class.

Air Travel

This must be agreed in advance with the CIH Awarding Body team.

Car Mileage

30 pence per mile.

2. Overnight Accommodation

This must be agreed in advance with the CIH Awarding Body team.

As a basic guide, this will be £70 per night outside of London and £100 per night in the London area.

3. Meals and drinks as necessary on the following basis:

Breakfast – Up to £6.00 where leaving home before 6 am.

Lunch – Up to £6.00

Dinner – Up to £20.00 if the absence exceeds 5 hours & is beyond 9 pm.

4. Claims

These expenses should be claimed on the form supplied. Please ensure that claim form is completed in full.

Please note ALL expenses claims MUST be accompanied by corresponding receipts



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E. Terms of the Agreement

1. Start of the Agreement.

The agreement will begin on the date of signature of this agreement by the external moderator. The agreement will be recognised as started by the CIH Awarding Body on receipt of the signed agreement.

2. Length of Agreement.

The agreement will last until 31 August 2009.

3. Termination of the agreement.

Either the CIH Awarding Body or the external moderator, giving a period of notice of not less than two months, can terminate this agreement upon written confirmation.

Please read, sign and return one copy of this document within three weeks.

Signed: _____

Print Name: _____

Date: _____

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