



Pearson

Guidance for Claiming Reimbursement of Teacher Release

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Teacher Release is used for Centres, Schools Colleges and Local Authorities who can claim for the reimbursement of releasing their Teachers to undertake specific activities in connection with Pearson Education.

Accessing the claim form

Please find the e-form below to make a claim submission for Teacher Release where you will be directed to an online document form. Throughout the form, we make reference to Associates. This is the member of staff that has been undertaking assessment related services on behalf of Pearson.

[Teacher Release Request Form](#)

✓ *E-form was created since 2018 to make a centralized data for all claim submissions of Teacher Release and should be the only mode of claim submissions, **therefore Teacher Release claims made using the old form (U30) will no longer be accepted.***

Guidance for completing the online form

Submitting a claim to be paid directly a Registered Pearson Centre

Page 1

We will need details of the person completing the form so that we can contact you should we need further information about your submission (full name and email address). Please then select 'Registered Pearson Centre' so that payment is made directly to the centre. This can be done via BACS transfer so long as we have up to date bank details. To update these, you can obtain the form on our website or contact aafinance@pearson.com to obtain the form, complete and return.

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You will need at hand, the;

- Centre Number (5-digits)*
- Centre Name*
- Centre Address (1st Line) *
- Centre Town/City*
- Centre Postcode*

*These are mandatory fields that must be completed accurately to ensure there is no delay to processing your claim.

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You will need at hand, the;

- Associate Number (6 digit reference number)*
- Associate Forename*
- Associate Surname*

Page 4

Here, you will be asked to complete details of the activity undertaken by the Associate.

- Select the date the activity took place (format is MM/DD/YYYY)*

- Select the appropriate type of activity from the drop-down menu option. If you are unsure which type of activity was completed, please select other.*
- You will need to identify the paper number or qualification of the activity.*
- Select either 1 or 2 sessions. 1 session is deemed as half a normal working day (approximately 3 hours duration) and 2 sessions as a full working day (greater than 3 hours duration, and the maximum to be claimed per day).*

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Please read and complete the declaration page to submit your claim.*

Submitting a new claim to be paid directly a Local Authority/Unregistered Pearson Centre

Page 1

We will need details of the person completing the form so that we can contact you should we need further information about your submission (full name and email address). Please then select 'Local Authority/Unregistered Pearson Centre' and complete the new bank details form so that you can be setup as a supplier for payment.

Page 2

You will need at hand, the:

- Local Authority Name**
- Local Authority Address (1st Line) **
- Local Authority Town/City**
- Local Authority Postcode**

**These details will be used to make payment via BACS, so please ensure all details are accurate.

Page 3

You will need at hand, the:

- Associate Number (6 digit reference number) ***
- Associate Forename***
- Associate Surname***

***If you are unable to provide the Associate number, please check with the teacher.

Page 4

Here, you will be asked to complete details of the activity undertaken by the Associate.

- Select the date the activity took place (ensure it is in format DD/MM/YYYY)
- Select the appropriate type of activity from the drop-down menu option. If you are unsure which type of activity was completed, please select other.
- You will need to identify the paper number or qualification of the activity.
- Select either 1 or 2 sessions. 1 session is deemed as half a normal working day (approximately 3 hours duration) and 2 sessions as a full working day (greater than 3 hours duration, and the maximum to be claimed per day).

Page 5

Please read and complete the declaration page to submit your claim.

REIMBURSEMENT FOR TEACHERS RELEASE – TERMS & CONDITIONS

- (1) Pearson will reimburse employers of full-time teachers who are released from their teaching duties in directed time to undertake work with us, as set out by the criteria below, in connection with Pearson.
- (2) Payments will be made for teachers employed in the following types of establishment:
 - Local education authorities
 - Schools maintained by an LEA
 - Grant-maintained schools
 - Independent schools
 - Colleges of further education
 - City technology centres
- (3) Payment will be made if the teacher is acting for Pearson in one of the following capacities:
 - External examiner/marker or awarder
 - External moderator
 - Setters or revisers of question papers □ Instructor or presenter of INSET courses
- (4) Payment will NOT be made in the following instances:
 - to self-employed persons, supply or retired teachers;
 - for duties undertaken during holidays or at weekends - outside directed time;
 - for preparatory work carried out prior to any meeting/activity;
 - if the claim is received by Pearson more than 3 months after the activity date;
 - for teachers engaged in examination activities as part of their duties covered by their contracts of employment including:
 - attendance at a prescribed meeting of subject teachers;
 - initial marking or internal moderation of pupils' work at the teacher's school or college;
 - engagement in the LEA's or other employer's programme of INSET relating to examinations;
 - attendance at agreement trials;
 - attendance at consensus moderation meetings.
- (5) The period of absence from employment in directed time may include travelling time for internationally based meetings, i.e. it is the total time away from teaching duties, not the length of the meeting/activity that determines the sum that may be claimed.