

**OFFSHORE TEACHING****SMARTWORKS****Payment Information****PLEASE ENSURE THAT ALL SECTIONS ARE COMPLETED OR INDICATE IF NOT APPLICABLE****EMPLOYEE DETAILS**

Employee Name:	Phone (wk):
Employee ID #:	Fax (wk):
Building & Room Number:	Mobile:

**PROGRAM & COURSE DETAILS**

Program Name: <b>Bachelor of Business (Property)</b>	Course:	School:
Teaching Dates:	Semester:	Intake:

**TEACHING ARRANGEMENTS (PLEASE INDICATE FOR TEACHING ONLY)**

<b>ABOVE LOAD</b> <input type="checkbox"/> (Total Payment: \$5,000)	<b>WITHIN LOAD</b> <input type="checkbox"/> (Total Payment if Travelling: \$1,000)
Continuing <input type="checkbox"/> Contract <input type="checkbox"/> Casual <input type="checkbox"/>	Continuing <input type="checkbox"/> Contract <input type="checkbox"/>

**NB: All Offshore Allowances will be paid at the conclusion of the visit (teaching component only) & following results entry, being for Course Coordination and marking of exam papers****MARKING ARRANGEMENTS (PLEASE INDICATE FOR MARKING ONLY)**

<input type="checkbox"/> <b>Marking Rate 1 \$32.82</b> (standard rate: simple assessment)	<input type="checkbox"/> <b>Marking Rate 2 \$39.28</b> (standard rate: standard assessment with possession of relevant doctoral qualification or requiring full subject coordination)	<input type="checkbox"/> <b>Marking Rate 3 \$46.02</b> (Marking requiring a significant exercise of judgement appropriate to an academic at Level B status, usually as a supervising examiner)
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ASSESSMENT	TIME ALLOWED FOR MARKING PER ASSESSMENT PIECE (PLEASE TICK ONE)	NUMBER OF PAPERS
Assignment 1	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min <b>MAXIMUM TIME 30 mins</b>	
Assignment 2	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min <b>MAXIMUM TIME 30 mins</b>	
Examination	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min <b>MAXIMUM TIME 30 mins</b>	
Total Time		

**SPLIT MARKING (PLEASE INDICATE FOR MARKING ONLY)**

Name:	<input type="checkbox"/> <b>CASUAL STAFF</b> Payment Made to lecturer for all papers marked	<input type="checkbox"/> <b>Continuing staff (In Load)</b> No payment made to lecturers for papers marked	<input type="checkbox"/> <b>Continuing Staff (Above Load)</b> Payment made to lecturer for all papers marked
<input type="checkbox"/> <b>Marking Rate 1 \$32.82</b> (standard rate: simple assessment)	<input type="checkbox"/> <b>Marking Rate 2 \$39.28</b> (standard rate: standard assessment with possession of relevant doctoral qualification or requiring full subject coordination)	<input type="checkbox"/> <b>Marking Rate 3 \$46.02</b> (Marking requiring a significant exercise of judgement appropriate to an academic at Level B status, usually as a supervising examiner)	

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Assignment 1	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min <b>MAXIMUM TIME 30 mins</b>	
Assignment 2	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min <b>MAXIMUM TIME 30 mins</b>	
Examination	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min <b>MAXIMUM TIME 30 mins</b>	
Total Time		

**SIGNATURES**

HOS Signature:	Lecturer's Signature:
Date:	Date:

**OFFICE USE ONLY:**

Date Received:	Date Processed:
Processed by:	Initials:

**Please return to your signed form BEFORE SEMESTER START to TSS for payment processing**