

YMCA Awards

Find a Freelancer Policy

Policy overview

This policy sets out YMCA Awards' requirements and arrangements for the approval, renewal and removal of individuals from the Find a Freelancer directory. This document also sets out the responsibilities of organisations looking to contact individuals listed on the Find a Freelancer directory.

For the purposes of this document, a 'freelancer' is an individual who:

- Has been approved to join the Find a Freelancer directory, having provided evidence that they have met YMCA Awards' requirements for the role(s) and qualification(s) they have applied for.
- Acts independently of YMCA Awards when providing freelance services
- Is not already employed by the organisation contacting them for their services

The Find a Freelancer is an advertising service designed to support YMCA Awards prospects and approved centres seeking qualified individuals advertising freelance teaching, assessment, and/or internal quality assurance (IQA) services.

YMCA Awards will review the suitability of Find a Freelancer applicants against their requirements before they are approved to join the directory. Where an individual is approved, their listing will be limited to the specific role(s) and qualification(s) for which YMCA Awards has approved them for and is subject to review/renewal each academic year.

Inclusion on the Find a Freelancer directory does not constitute employment by YMCA Awards. Any contract for services entered is directly between the freelancer and the organisation.

Inclusion on the Find a Freelancer directory does not constitute YMCA Awards' recommendation of the individual's services or a guarantee of their performance.

Organisations wishing to contact a freelancer are responsible for confirming the individual is suitable for the proposed work and for carrying out any additional due diligence checks their organisation requires. Freelancers in contact with prospective organisations are responsible for confirming their suitability for the services proposed, and carrying out any due diligence checks on the organisation.

Scope

This policy applies to all individuals that:

- Apply to join the YMCA Awards Find a Freelancer directory
- Are approved and listed on the Find a Freelancer directory
- Apply to renew their Find a Freelancer listing.

This policy applies to all organisations using the Find a Freelancer directory to contact a freelancer who are:

- An approved YMCA Awards training provider
- A prospective training provider currently in-application with YMCA Awards.

Approval onto the Directory

Freelancers can apply for multiple delivery roles and qualifications, subject to providing appropriate evidence of their qualifications, occupational competence and recent industry experience and/or Continuing Professional Development (CPD).

Approved roles include:

- Tutor
- Assessor
- Internal Quality Assurer (IQA).

Following submission, YMCA Awards will review the application and supporting evidence to determine whether the applicant meets the requirements for their requested role(s) and qualification(s).

Following YMCA Awards review, an applicant may be:

- Approved onto the directory - where all required evidence has been accepted.
- Further evidence required - where competence requirements have been met but the applicant cannot evidence working within the specific role or relevant CPD during the previous 12 months. The application may be reconsidered once sufficient experience and supporting evidence have been obtained.
- Rejected - where the evidence provided does not demonstrate that the requirements of the Find a Freelancer directory have been met.

Where an applicant cannot demonstrate that they have completed relevant CPD or worked within the relevant role during the past 12 months, YMCA Awards requires completion of an appropriate eLearning module before progressing. This will be provided by YMCA Awards at no additional charge. Applicants must successfully complete the required eLearning before progressing to Approved.

Where additional evidence or clarification is required, YMCA Awards will contact the applicant explaining what information or documentation is required.

Freelancer listings will be added to the public-facing Find a Freelancer directory within five working days of a successful application and payment. The freelancer will be notified once their listing is live. Applicants will only be listed for roles and qualification for which appropriate evidence has not been provided and accepted.

Requirements and responsibilities for Freelancers

Applicants are responsible for providing appropriate evidence that demonstrates they are suitably qualified for each role and qualification they are applying to be listed against.

Evidence requirements will depend on the role and qualification but may include:

- TAQA qualifications (teaching, assessing, IQA qualifications)
- Discipline-specific qualifications
- Evidence of recent CPD
- Evidence of having worked within the relevant role during the previous 12 months.

Before being listed on the Find a Freelancer directory, freelancers will be asked to provide information for their public-facing listing. Freelancers are responsible for ensuring that information supplied is accurate and appropriate. This may include:

- Name
- Location
- Contact information
- Bio
- Photo of freelancer or company.

By submitting this information, freelancers consent to the information being publicly displayed through the Find a Freelancer directory. Freelancers must notify YMCA Awards where any published information changes.

Freelancers listed on the Find a Freelancer directory are responsible for:

- Maintaining appropriate occupational competence for their approved roles
- Ensuring information provided to YMCA Awards remains accurate
- Conducting any due diligence checks on an organisation contacting engaging with them.

Responsibilities for organisations

Find a Freelancer is intended to assist organisations in identifying individuals who may be suitable to provide particular services. When contacting a freelancer, organisations remain responsible for confirming the individual is suitable for the organisation. This may include confirming:

- Qualifications and experience
- Current occupational competence
- References
- Identity
- Insurance
- Safeguarding and DBS requirements
- Availability and capacity

The organisation is responsible for familiarising themselves and complying with any requirements set out in the [YMCA Awards Centre Subcontracting Policy](#).

Where a YMCA Awards approved centre engages a freelancer, the centre remains responsible for ensuring that all YMCA Awards requirements relating to staffing, assessment and internal quality assurance continue to be met.

Inclusion on Find a Freelancer directory does not replace YMCA Awards' staff approval processes. Organisations remain responsible for submitting a 'New Staff Approval' request.

Freelancers operate independently and are not employees or representatives of YMCA Awards. Any contract of services entered into is directly between the freelancer and the organisation.

Fees

- For freelancers, inclusion on the Find a Freelancer directory incurs a non-refundable annual fee of £24.00 for advertisement of their services.
- For organisations, the Find a Freelancer service is free to use to support contacting approved freelancers.

Annual renewal

The Find a Freelancer service operates on an annual academic-year subscription from August 1 to July 31. By submitting their application, the freelancer consents to being publicly listed on the Find a Freelancer directory until July 31 of that year. YMCA Awards will communicate with the freelancer at the end of the academic year to confirm their intentions/renewal for the next academic year.

For individuals joining during the year, the subscription fee will be calculated on a pro-rata basis for the remaining period of the academic year.

Freelancers wishing to renew at the end of an academic year will be required to confirm that their information remains accurate and provide evidence demonstrating that they have worked within their approved role(s) during the previous 12 months.

Renewal is not automatic and is subject to continued compliance with the requirements of the Find a Freelancer service and payment of the annual renewal fee.

A freelancer may be removed from the Find a Freelancer directory where:

- They choose not to renew their subscription
- The annual subscription remains unpaid
- Required renewal evidence is not provided

- They no longer meet the eligibility requirements
- Information provided to YMCA Awards is found to be inaccurate and/or misleading

Where a renewal is not completed, the freelancer's listing will be removed from the Find a Freelancer directory. Removal from Find a Freelancer does not affect any YMCA Awards centre staff approval held by the individual unless there is suspected malpractice/maladministration.

Concerns and Disputes

The Find a Freelancer directory is an advertising service intended to connect organisations with freelance professionals. YMCA Awards is not a party in any contract or agreement entered into by a freelancer and an organisation. Any contractual arrangements, including the scope of services, payment terms, and performance expectations are the responsibility of the freelancer and the organisation.

YMCA Awards will not become involved in complaints or disputes relating to contracts of services between a freelancer and an organisation.

Where a concern relates to suspected malpractice or maladministration connected with the delivery, assessment or quality assurance of YMCA Awards qualifications, this should be reported to YMCA Awards in line with our Malpractice and Maladministration Policy.

YMCA Awards reserves the right to remove a freelancer from the Find a Freelancer directory where malpractice or maladministration has occurred, or where other information comes to light that may affect their suitability for inclusion on the directory.

Data Protection

Personal information collected through the Find a Freelancer application will be processed in accordance with applicable data protection law and YMCA Awards' Privacy and Data Protection requirements.

Information requested for the public-facing Find a Freelancer listing will only be published with the freelancer's agreement and within the scope of the declarations provided at the time of application or renewal.

Evidence submitted as part of an application or renewal will be used by YMCA Awards for the purposes of determining and maintaining eligibility for the service and will not form part of the freelancer's public-facing listing.

Personal information and supporting evidence will be retained in accordance with YMCA Awards' data retention requirements and only for as long as necessary for the purposes for which it was collected.

Changes to the Service

YMCA Awards reserves the right to amend the requirements and/or operation of the Find a Freelancer service where appropriate.

Review of this Policy

This policy is reviewed annually to ensure continued alignment with regulatory requirements and YMCA Awards' operational arrangements.

Any updates to regulatory expectations, qualification requirements or quality assurance processes will be reflected in revisions to this policy where appropriate.