

Rate card

Face to face interpreting for Ministry of Justice jobs

An explanation of how your job values are
calculated with some examples.

Version 1.0 July 4th



Overall rate-card

Rate type	Amount	Description
Hourly rate	Standard = £18, Complex = £24, Complex written = £29	As per descriptions in the welcome pack / minimum requirements
Out of hours uplift*	20% + Hourly rate	(Out of hours premium, paid on all hours that are between 7pm and 7am, or Saturday, Sunday, UK Bank holiday)
Security uplift*	SL4 = 30% + Hourly rate SL3 = 10% + Hourly rate SL2 = 5% + Hourly rate	SL4 = Security clearance to developed vetting level (DV) SL3 = Security clearance to security check (SC) standard SL2 = Counter Terrorism Check(CTC) Level clearance
Urgency uplift*	T0 = 50% + Hourly rate T1 = 50% + Hourly rate T2 = 25% + Hourly rate	Some jobs will attract an urgency bonus. This will be at the discretion of the MOJ and thebigword.
Travel mileage Supplement	20p per mile	Paid on all Interpreting jobs and automatically calculated by our systems. It is paid both to and from a job, excludes the first 5 miles each way and is capped at 100 miles.
Travel time Supplement	£10 per hour	Paid on all Interpreting jobs and automatically calculated by our systems. It is paid both to and from a job, excluding the first 60 minutes each way and is capped at 2 hours (£20).
Job value	Hourly rate x Duration + (Hourly rate x Out of hours x Duration) + (Hourly rate x Security uplift x Duration) + (Hourly rate x Urgency uplift x Duration) + Travel mileage + Travel time	This is how your pay for each job is calculated.
Incidentals bonus	£7.50 for every day you complete a booking	In addition to your job value, this is paid per day an MOJ booking is undertaken, not per job. This payment will not appear as part of each job value but will be calculated as the number of days fulfilled at the point you invoice and itemised as "Incidentals bonus" for the month.

*Uplifts are paid as a percentage of hourly rate and only when the job requires this

Example one

A complex booking of 2.5 hours, in an urban area, with 20 miles travel each way, Out of Hours

Rate ty	Amount	Description
Hourly rate	Complex = £24	Your base rate for this booking will be £24/hour
Out of hours uplift	Yes	This brings the hourly rate to £28.80
Security uplift	N/A	This booking does not have a security uplift
Urgency uplift	N/A	This booking is not classified as urgent
Travel mileage Supplement	20p per mile	Total travel is 40 miles. Excluding the first 5 miles each way (a total of 10 miles) this leaves 30 miles to be paid at 20p per mile = £6
Travel time Supplement	£10 per hour	This is calculated as 74 mins each way. The first 60 mins of travel each way is excluded, leaving 28 mins to be paid at £10 per hour = £4.67
Job value	Hourly rate x Duration + (Hourly rate x Out of hours uplift) + Travel mileage + Travel time	Job value = £24 x 2.5 = £60 + Out of hours % £4.80 x 2.5 = £12 + Mileage = £6 + Time = £4.67 Total job value = £82.67
Incidentals bonus	£7.50 for every day you complete a booking	Additional £7.50 for incidentals (unless you have already completed another MOJ booking) Total job value = £90.17

Example two

A complex written booking of 5 hours, in a non-urban area, with 50 miles travel each way, urgency level T2, security level 2

Rate type	Amount	Description
Hourly rate	Complex Written = £29	The base rate for this booking will be £29/hour
Out of hours uplift	N/A	This booking is in core hours and not subject to out of hours pay
Security uplift	SL2 = 5% + Hourly rate	This increases the hourly rate to £30.45
Urgency uplift	T2 = 25% + Hourly rate	This increases the hourly rate by a further £7.25
Travel mileage Supplement	20p per mile	Total travel is 100 miles. Excluding the first 5 miles each way (a total of 10 miles) this leaves 90 miles to be paid at 20p per mile = £18
Travel time Supplement	£10 per hour	This is calculated as 100 mins each way. The first 60 mins of travel each way is excluded, leaving 80 mins to be paid at £10 per hour = £13.33
Job value	Hourly rate x Duration + (Hourly rate x Security uplift) + (Hourly rate x Urgency uplift) + Travel mileage + Travel time	Job value = £29 x 5 = £145 + Security % £1.45 x 5 = £7.25 + Urgency % £7.25 x 5 = £36.25 + Mileage = £18 + Time = £13.33 Total job value = £219.83
Incidentals bonus	£7.50 for every day you complete a booking	Additional £7.50 for incidentals (unless you have already completed another MOJ booking) Total job value = £227.33

Example three

A complex booking of 3 hours in a non-urban area, with 12 miles travel each way and urgency level T1

Rate type	Amount	Description
Hourly rate	Complex = £24	The base rate for this booking will be £24/hour
Out of hours uplift	N/A	This booking is in core hours and not subject to out of hours pay
Security uplift	N/A	This booking does not have a security uplift
Urgency uplift	T1 = 50% + Hourly rate	This increases the hourly rate to £36
Travel mileage Supplement	20p per mile	Total travel is 24 miles. Excluding the first 5 miles each way (a total of 10 miles) this leaves 14 miles to be paid at 20p per mile = £2.80
Travel time Supplement	£10 per hour	This is calculated as 22 mins each way. The first 60 mins of travel each way is excluded so no travel time payment
Job value	Hourly rate x Duration + (Hourly rate x Urgency uplift) + Travel mileage	Job value = £24 x 3 = £72 + Urgency % £12 x 3 = £36 + Mileage = £2.80 Total job value = £110.80
Incidentals bonus	£7.50 for every day you complete a booking	Additional £7.50 for incidentals (unless you have already completed another MOJ booking) Total job value = £118.30

Example four

A standard booking of 3 hours in an urban area, with 6 miles travel each way, security level 4

Rate type	Amount	Description
Hourly rate	Standard = £18	The base rate for this booking will be £18/hour
Out of hours uplift	N/A	This booking is in core hours and not subject to out of hours pay
Security uplift	SL4 = 30% + Hourly rate	This brings the hourly rate to £23.40
Urgency uplift	N/A	This booking has not classified as urgent
Travel mileage Supplement	20p per mile	Total travel is 12 miles. Excluding the first 5 miles each way (a total of 10 miles) this leaves 2 miles to be paid at 20p per mile = £0.40
Travel time Supplement	£10 per hour	This is calculated as 22 mins each way. The first 60 mins of travel is excluded, so no travel time payment
Job value	Hourly rate x Duration + (Hourly rate x Security uplift) + Travel Mileage	Job value = £18x3 = £54 + Security % £5.40 x 3 = £16.20 + Mileage = £0.40 Total job value = £70.60
Incidentals bonus	£7.50 for every day you complete a booking	Additional £7.50 for incidentals (unless you have already completed another MOJ booking) Total job value = £78.10