



END POINT ASSESSMENT FEES AND INVOICING POLICY

This Policy applies to:

- Apprenticeship Training Providers.

Apprenticeship training providers will be made aware of this policy, via written guidance made available through the BATF EPAO Service engagement process.

Policy Statement

This document sets out our fee and invoicing arrangements and is aimed at employers and Apprenticeship Training Providers. It covers all invoices issued by the BATF EPAO Service in respect of end point assessment services. Invoices will be issued by the BATF EPAO Service EPA Administrator and will be processed by the BATF Finance Department.

Fees

We set end point assessment fees based upon an analysis of the costs incurred in the assessment. We will consider some or all of the following factors in determining the fee proposed to the employer and apprenticeship training provider:

- The number of assessment methods within the EPA Plan
- The complexity of the assessment methods within the EPA Plan
- The options of being able to undertake some of the assessment methods on-line.
- The level of staff and freelance independent assessor salaries, travel, accommodation and other staff overheads involved in the assessment.

We will also take into consideration market forces in determining the cost of the assessment. By this we mean that we will as far as possible be aware of the fees being charged by other EPAOs.

Re-sits and Re-Takes

If the apprentice is required to re-sit or re-take the end point assessment, a further assessment fee may be charged. This will be payable by the employer and, as such, will be agreed between the BATF EPAO Service and the employer based on the number of components that are being re-assessed.

Invoicing approach

The BATF EPAO Service will invoice the apprenticeship training provider within two working days of them registering the apprentice and then again within two days of completion of the apprentice's end point assessment. The first invoice will be for 5% of the total fee for end point assessment. This will be non-refundable in the case of

withdrawal or cancellation of the apprentice from the end point assessment process. The second invoice will be for the remaining 95% charged at completion of the end point assessment process.

Invoices will be sent to the named EPA Lead, unless we are informed otherwise (if you would like to change who we send the invoices to, please contact us via the details provided at the end of this policy).

Each invoice will contain details of the:

- Stage of the end point assessment process being invoiced (registration/completion)
- end point assessment being provided
- training provider and / or employer reference
- payment method and, where required, our payment details

VAT will not be charged as apprenticeship training and end point assessment activities are exempt from VAT as long as they are Government-funded.

Upon receipt of the invoice, payment should be received within 30 days of the invoice date. Failure to pay due invoices may result in services being suspended until payment is received.

We will normally retain financial information including invoices for seven years.

Late Invoice Payments

Overdue (+30 days) invoices will be dealt with by the BATF Finance Team. The customer will be contacted by email highlighting the oversight and requesting confirmation of a payment date. Should reconciliation of the overdue invoice(s) not be forthcoming, a further email will be sent stating a deadline for payment in full. Failure to meet the deadline will result in the EPA provision being immediately suspended, preventing further end point assessment bookings being made and where applicable suspending booked on-demand multiple choice tests. The EPA Lead and the finance department will be notified by email of the enforced suspension.

If an employer or apprenticeship training provider is suspended and payment is not forthcoming, BATF reserves the right to start debt collection proceedings using our legal advisors. This could result in County Court civil proceedings.

Other methods of payment

We are currently unable to accept payments via any method other than invoice.

Approach to refunds

The BATF EPAO Service does not offer refunds for booking fees if a learner withdraws from an apprenticeship after the assessment has been booked with us.

Contact us


If you have any queries about the contents of the policy, or wish to change your invoicing details please contact the EPA Administrator on education@naj.co.uk.

Reviewing this Policy

We will review the policy and its associated procedures annually as part of our self-evaluation arrangements and revise it as and when necessary in response to provider, or regulatory feedback and any trends that may emerge in the types of queries we may have received.

[END]

This policy has been approved and authorised by:

Name:	Marie Garnett
Position:	Operational Head of BATF EPAO Service
Signature:	
Date of Review:	April 2022
Date of Next Review:	April 2023