

# Pricing Policy – Academic Professional Apprenticeship Standard

## Purpose

This policy sets out the approach by Elevate EPA Ltd (Elevate) to pricing for end-point assessment (EPA) services. Elevate aims to be clear and transparent in its practices and strives to offer value for money while maintaining a high level of service and quality.

## Scope

This document relates to the provision of apprenticeship EPA services.

## Regulatory Authorities

The relevant regulatory authorities are the Education and Skills Funding Agency (ESFA), the Institute for Apprenticeships and Technical Education (IFATE), and Ofqual. Where the requirements of the conditions are amended and require changes to this document, such changes will be made as soon as practicable, and Elevate will inform stakeholders accordingly.

## Audience

This policy is aimed at EPA customers, in particular employers and training providers, but may be relevant to external quality assurance providers, and regulators.

## Approach to Setting Fees

In setting standard prices for EPA, Elevate uses the relevant published Apprenticeship Standard and Assessment Plan to determine the assessment components required and with full consideration to deliverability and affordability. Assessment plans may indicate an expected cost as a percentage of the maximum funding band. EPA should not normally exceed 20% of the funding band and would normally be between 10% and 20%. Only eligible costs are included as per ESFA.

Eligible costs are costs:

- Associated with the administration, registration, and examination of EPA as set out in the standard(s) and their assessment plan(s).
- Associated with providing guidance and support and the materials (non-capital items) used in the delivery of EPA (equipment or supplies necessary to enable the assessment to take place).
- Associated with ensuring trained staff and appropriate premises are available to deliver EPA.
- Associated with the development and maintenance of assessment instruments and tools and to support any special arrangements are put in place to ensure any apprentices with special educational needs, disabilities, or with another temporary or permanent debilitating condition can fairly access EPA.
- Associated with any further assessment required by the apprentice to achieve EPA (for instance, retakes or resits).
- Associated with ensuring consistent and robust internal quality assurance (for instance, moderation and standardisation of assessment instruments and tools, assessors, and assessment decisions), including any EQA charges.

EPA prices will be published on the Elevate website and will be reviewed annually or as required. Any changes will be communicated to employers/providers well in advance of the effective date should there be a change.

### Invoicing Timeline and Responsibility

The employer is responsible for funding the apprenticeship training and EPA from their apprenticeship levy account.

Actual payments will be routed through the employer/provider who will have signed a Contractual Agreement with Elevate for the provision of EPA services and who will be responsible for the payment of invoices. A Pre-EPA fee (Registration fee) of £50.00 per apprentice is invoiced when the apprentices are registered with Elevate. This will allow training providers and employers to have access to guidance and support documents and allow Elevate to plan in a timely manner for EPA using the Scheduling Template.

### Agreed Pricing

Apprenticeship Standard	Price per EPA	Pre-EPA Fee (Registration)	EPA Gateway Fee	Re-sit Fee
Academic Professional Apprenticeship Standard Price	£1650.00	£150.00	£1500	£165.00

### Payment Schedule and invoicing requirements

#### Pre EPA Fee:

Elevate will charge for the agreed End-Point Assessment volumes. At the point of signing the agreement, we will produce a Pre-EPA fee invoice for the volume of apprentices stated in schedule 1 of the EPA.

This **Pre-EPA fee is non-refundable** and secures the required volume, provides access to both Gateway material and Elevate support in preparation for EPA.

Elevate requires the Pre-EPA fee to be paid as part of the completion of the agreement. **This order cannot be confirmed until the Pre-EPA fee is paid.**

#### EPA Gateway Fee:

Elevate will raise an invoice for the EPA Gateway fee when the EPA booking has been confirmed by Elevate.

Elevate requires the EPA Gateway fee to be paid within 14 days of the invoice date or received 5 working days before the first element of the EPA, whichever is sooner.

**If payment is not received by Elevate before the date of the planned first EPA element Elevate will cancel any booked EPA's with the responsibility of the cancellation resting with the provider**

## Resits and Retakes

Resits are an additional cost to the standard price invoiced. The price for a resit/retake of an assessment component will be found alongside the main EPA price in Elevates' Agreement for the Standard and on the Elevate website. Invoices for resits will be issued to the employer/provider, on behalf when the assessment booking is made. Resits are ineligible costs and not funded by the ESFA.

## Cancelling or Rescheduling a Booking

Provisional bookings can be rescheduled or cancelled at no charge. However, after Gateway has been approved full costs will be payable to Elevate. Confirmed bookings can be re-scheduled at no charge up to 10 working days before the assessment day. Confirmed bookings cancelled or re-scheduled with less than 10 working days' notice will incur relevant costs associated with the booking. The £150.00 Pre-EPA fee (registration fee) is non-refundable regardless of withdrawal date.

## Enquiries and Appeals

Please refer to the Elevate Complaints and Appeals Policy for full details of the process. Any outcome that results in a grade being amended or an appeal upheld will result in a refund of the original fee.

## Invoice Format

Elevate will create a customer account for every employer/provider. All invoices will be emailed to the finance contact email address specified in the Contractual Agreement, or an alternative address which has been confirmed in writing. All invoices will contain the following information:

- Elevate company name and address
- Customer name and address
- Contact details
- Invoice date
- Invoice number
- Purchase Order number (if provided)
- Customer account number
- Description of charges - with a more detailed report attached where necessary
- Invoice amount
- Payment terms
- Bank details for payment
- Company number
- Website address for pricing information.

## Payment Terms

All invoices are payable within 14 days of receipt of the Elevate invoice date. Statements will be issued where payments fall overdue. Elevate reserves the right to withhold services for non-payment of invoices. Any sums that remain unpaid after their due date shall bear interest at the rate of four per cent (4%) above the Bank of England base rate.

## **Purchase Orders**

Purchase order numbers will be quoted on invoices where provided. If a provider requires an order number to be quoted on their invoice, it should be entered at registration in the appropriate field so that it will generate automatically within the invoice summary report.

## **Payment Details**

All payment details are contained within the invoice template. The Elevate preferred payment method is BACs or online bank transfer.

## **Retention of Invoices and Data Protection**

Elevate will retain invoices and supporting documentation for six years from the end of the financial period. Elevate will comply with the requirements of Data Protection legislation in relation to all personal or sensitive data. The data collected from customers will only be used for the purpose for which it has been collected and will not be disclosed to any unauthorised person or body. Personal data will be processed in accordance with Elevates' processes under the Data Protection Policy.