

ICAS End-Point Assessment Pricing & Invoicing Policy

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1. Purpose

This policy sets out the ICAS approach to End Point Assessment (EPA) pricing and invoicing. ICAS aims to be clear and transparent in its practices, offering value for money whilst maintaining high quality services as an EPAO.

2. Scope

This document relates to the provision of apprenticeship EPA services for the Level 7 Accountancy/Taxation Professional Apprenticeship.

3. Regulatory Authorities

The relevant regulatory authorities for this policy are:

- Education and Skills Funding Agency (ESFA)
- Institute for Apprenticeships and Technical Education (IFATE)
- Ofqual

This document has been written in line with the conditions of being on the Register of End-point Assessment Organisations (RoEPAO). Where the requirements of the conditions are amended, changes to this policy will be made as soon as reasonably possible, and ICAS will inform stakeholders accordingly.

4. Audience

This policy applies to EPA customers, in particular employers and training providers. This policy may also be relevant to ICAS staff, external quality assurance providers and regulators.

5. Approach to Setting Fees

ICAS uses the published Apprenticeship Standard and Assessment Plan to determine the assessment components required. EPA should not normally exceed 20% of the funding band and is generally between 10% and 20%.

Assessment plans may indicate an expected cost as a percentage of the maximum funding band. The assessment plan for the Level 7 Accountancy/Taxation Professional apprenticeship indicates an EPA cost of 10% of the overall cost.

Only [ESFA Eligible Costs](#) are included in the ICAS EPA price, plus a small element of profit as permissible by ESFA.

There are no provider approval fees included, and all on-programme qualifications are charged separately. Prices are published on the ICAS website and are reviewed annually. Any changes will be communicated to providers in advance.

6. Invoicing Timeline and Responsibility

An employer is responsible for funding the apprenticeship training and EPA, either from their apprenticeship levy account, or by co-investment (currently 5% payable for non-levy employers).

Payments are routed through the training provider who will have signed a service level agreement with ICAS for provision of EPA services, and who will be responsible for payment of invoices on behalf of the employer.

The standard EPA timeline process:

1. Employer selects ICAS as EPAO.
2. Training Provider signs SLA with ICAS and updates ILR with EPAO details.
3. Training Provider registers apprentice(s) with ICAS as early as possible.
4. ICAS will invoice for on-programme exams and assessments separately.
5. Employer and Training Provider confirm Apprentices have met Gateway.
6. Apprentices self-enrol with ICAS for EPA assessments.
7. ICAS invoice the EPA fees based on student enrolment and Gateway approval, on a monthly basis.
8. EPA fees are payable within 30 days of receipt of each monthly EPA invoice.

7. Resits and Retakes

Resits and retakes are an additional cost to the standard price invoiced as above. The price for a resit of an assessment component is usually set out in the initial agreement between ICAS and the Training Provider. Invoices for resits will be issued to the training provider, on behalf of the employer, when the assessment booking is made. Retake courses can usually be arranged at separate cost with the Training Provider. ICAS permits 4 resit attempts for each assessment. Resits and retakes are ineligible costs, and not funded by the ESFA.

8. Cancelling or Rescheduling a Booking

Bookings can be re-scheduled or cancelled at no charge, up until the day before the assessment. Bookings cancelled or re-scheduled on the day will incur relevant costs associated to the booking.

9. Enquiries and Appeals

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

10. Invoice Format

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

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

11. Payment Terms

All invoices are payable within 30 days of invoice date. Statements will be issued where payments fall overdue. ICAS reserves the right to withhold services for non-payment of invoices.

12. Purchase Orders

Purchase order numbers will be quoted on invoices where provided.

13. Payment Details

All payment details are contained within the invoice document. The ICAS preferred payment method is BACs or online bank transfer. Payment by debit/ credit card is also accepted.

14. Data Retention

ICAS will retain invoices and supporting documentation for six years from the end of the financial period. ICAS will comply with requirements of GDPR 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 the ICAS registration under GDPR. ICAS will not disclose information if to do so would breach a duty of confidentiality or any other legal duty.



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