

EDUCATION FOR INDUSTRY AWARDS

Invoicing Policy

Version 1.0



Invoicing Policy

Purpose of the Policy

This policy sets out the invoicing process followed by Education for Industry Awards (EFIA) for end-point assessment (EPA) services provided. It outlines how invoices will be issued, paid and retained and the content of invoices.

Issuing Invoices

Unless otherwise agreed, invoices for all services provided in a given month will be raised in the week following the end of that month. Invoiceable services will be specified in our service contract and include:

- When candidate(s) entered Gateway
- When candidate(s) completed their assessment
- On completion of other services, for example: resit or retake fees, cancellation fees or other exceptional items.

Invoice Content

As standard, invoices will include:

- Unique invoice reference number
- Date the invoice was raised
- Training provider name and address
- Item lines for the assessment service provided, detailing candidate(s) name and the relevant standard
- Fees due for the service, including VAT where applicable
- Bank account details for payment.

Further information, including a more detailed breakdown of fees and other charges, can be provided on request.

Payment of Invoices

Payment is due 30 days after the invoice has been received as standard, or otherwise as agreed in our contract.

Credit Control

Where invoices are not paid in a timely manner, EFIA retains the right to apply the following controls at its discretion:

- Request the training provider adopt a payment plan for settlement of outstanding fees.
- Prohibit further acceptance of EPA candidates being registered or approved at Gateway until settlement is reached.
- Require pre-payment before resuming EPA services.

Retention of Records

Invoices are retained for a minimum period of six years from the date of issue in accordance with HMRC rules.

Review

This policy will be reviewed at least annually.