



THE WORSHIPFUL COMPANY OF FARRIERS

End-Point Assessment Pricing Policy

1 Introduction

- 1.1 This policy sets out the Company's approach to pricing for end-point assessment (EPA) services. The Company aims to be clear and transparent in its practices and strives to offer value for money whilst maintaining its usual high level of service and quality.

2 Scope

- 2.1 This policy applies to the provision of apprenticeship EPA services. It is aimed at EPA customers, in particular Approved Training Farriers (the employer), apprentices and training providers but may be relevant to WCF staff, external quality assurance providers and regulators.

3 Regulatory Authorities

- 3.1 The relevant regulatory authorities are the Education and Skills Funding Agency (ESFA), the Institute for Apprenticeships and Technical Education (IFATE) and Ofqual. Every attempt has been made to ensure that the provisions of this document are consistent with the conditions of being on the Register of End-point Assessment Organisations (RoEPAO). Where the requirements change, or where inadvertently this policy conflicts with those conditions, the latter shall apply. Where the requirements of the conditions are amended and require changes to this document, such changes will be made as soon as practicable and the Company will inform stakeholders accordingly.

4 Approach to Setting Fees

4.1 In setting standard prices for EPA, the Company uses the relevant published Apprenticeship Standard and Assessment Plan to determine the assessment components required and consideration is made 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. Only eligible costs are included as per ESFA (Conditions for being on the register of end-point assessment organisations - GOV.UK).

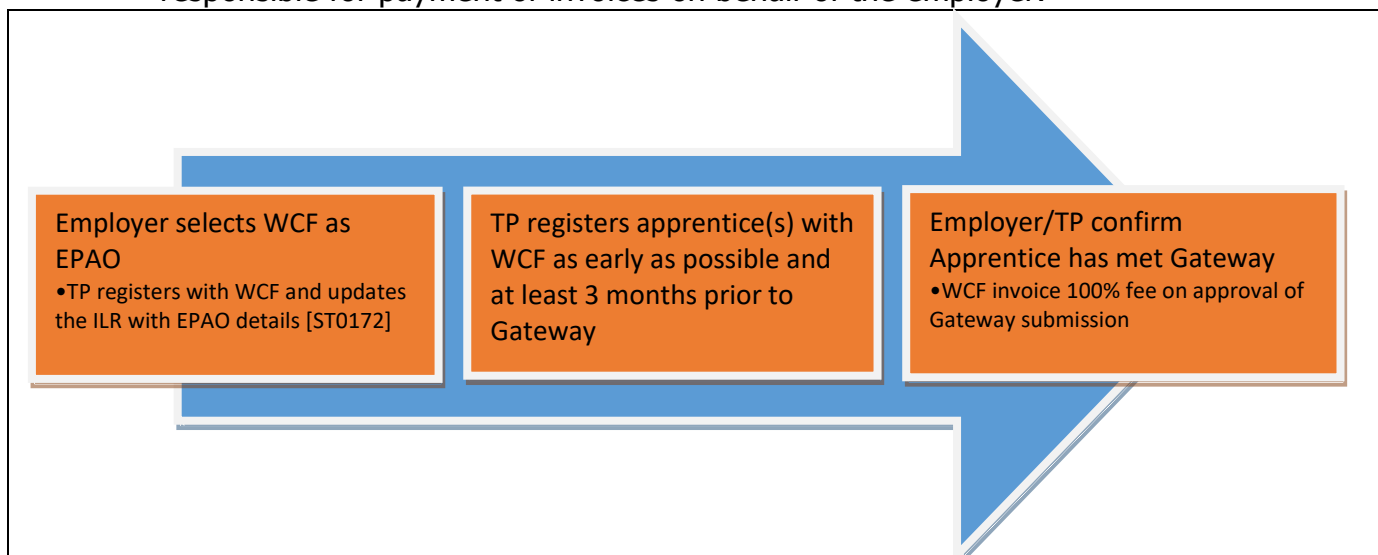
Eligible costs are those:

- 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 the EPA and awarding ceremony
- associated with the creation, development and maintenance of assessment instruments and tools
- to support any special arrangements 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 re-sits)
- 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 External Quality Assurance charges.

Prices are published on the Company website and will be reviewed annually. Any changes will be communicated to providers in advance of the effective date of 1st January should there be a change.

5 Invoicing Timeline and Responsibility

5.1 EPA payments will be routed through the training provider who will have an agreement with the Company for provision of EPA services and who will be responsible for payment of invoices on behalf of the employer.



- 5.2 No amount will be invoiced when the apprentices are registered with the Company via the ACE360 system. Apprentices and training providers and employers will have access to guidance documents and practice assessments from the outset. The 100% balance will be invoiced at Gateway stage once the declaration and submission of evidence has been confirmed. This will allow the Company to plan in a timely manner for EPA.
- 5.3 The 100% apprentice registration fee is non-refundable regardless of withdrawal date.

6 Re-sits

- 6.1 Re-sits are an additional cost to the standard price invoiced as above. The price for a re-sit/retake of an assessment component can be found alongside the main EPA price on <https://www.wcf.org.uk/fees-and-payments>.

Invoices for re-sits will be issued to the employer themselves when the assessment booking is made. Re-sits are ineligible costs and not funded by the ESFA.

7 Enquiries and Appeals

- 7.1 Please contact the Registrar for full details of the appeals process and WCF Pricing Information for current prices. Any outcome that results in a grade being amended or an appeal upheld will result in a refund of the original exam fee.

8 Invoice Format

- 8.1 The Company will create a customer account for every approved provider. All invoices will be emailed to the finance contact email address specified, or an alternative address which has been confirmed in writing. All invoices will contain the following information:
- WCF company name and address
 - Customer name and address
 - Contact details
 - Invoice date
 - Invoice number
 - Purchase Order number (if provided)
 - Description of charges - with a more detailed report attached where necessary
 - Invoice amount
 - Payment terms
 - Bank details for payment
 - Company number
 - Charity number
 - Website address for pricing information

9 Payment Terms

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

10 Purchase Orders

10.1 Purchase order numbers will be quoted on invoices where provided. If a provider requires an order number to be quoted on their invoice then they should notify the Registrar.

11 Payment details

11.1 All payment details are contained within the invoice template. The Company preferred payment method is BACs or online bank transfer. Payment by debit/ credit card and cheque is also accepted.

12 Retention of Invoices and Data Protection

12.1 The Company will comply with 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 the Company registration under the Data Protection Act. The Company will not disclose information if to do so would breach a duty of confidentiality or any other legal duty