

## END-POINT ASSESSMENT (EPA) INVOICING POLICY & PROCEDURE (v1.1121)

### Introduction & Purpose

This invoicing policy & procedure sets out the processes for:

- Issuing EPA invoices and the required content
- Collecting payment for EPA services
- Retention of invoices

This policy is published on the RTITB website at <https://www.rtitb.com/services/end-point-assessment-epa/> and is freely available without the need to input personal details.

### Scope

This policy & procedure applies to RTITB EPA invoicing only. The policy has been prepared to meet the require of Ofqual's General Conditions of Recognition (F3).

### Responsibility/Accountability

The Finance Director is accountable for ensuring the successful implementation of this policy & procedure. The finance team and EPA team are responsible for following this policy & procedure when handling invoices and payment for EPA services.

### Issuing Invoices

RTITB issues EPA invoices no more than 10 working days after month end. Invoices are issued electronically to the email address identified on the signed EPA contract.

Invoices will include:

- A unique invoice number
- RTITB's name, address and contact details
- RTITB VAT Number and VAT analysis
- RTITB company registration number
- Invoice Address
- Invoice date
- Invoice total in (GBP) with a breakdown of charges and quantities

- Payment due date
- RTITB banking details to facilitate BACS payments

Invoices will be accompanied by a backing sheet which will detail:

- Name of apprentice assessed
- Date of assessment
- Employer name
- Standard assessment
- Type of assessment
- Invoice address
- Any cancellation/resit/retakes

### Fees

All fees are set out in the EPA contract which is signed by all parties prior to EPA services commencing. This includes EPA fees, resit fees, retake fees and cancellation fees. Standard fees are freely available at <https://www.rtitb.com/services/end-point-assessment-epa/> without the need to input personal details.

### Payment Terms

All invoices must be paid in full no more than 30 days from the date of invoice.

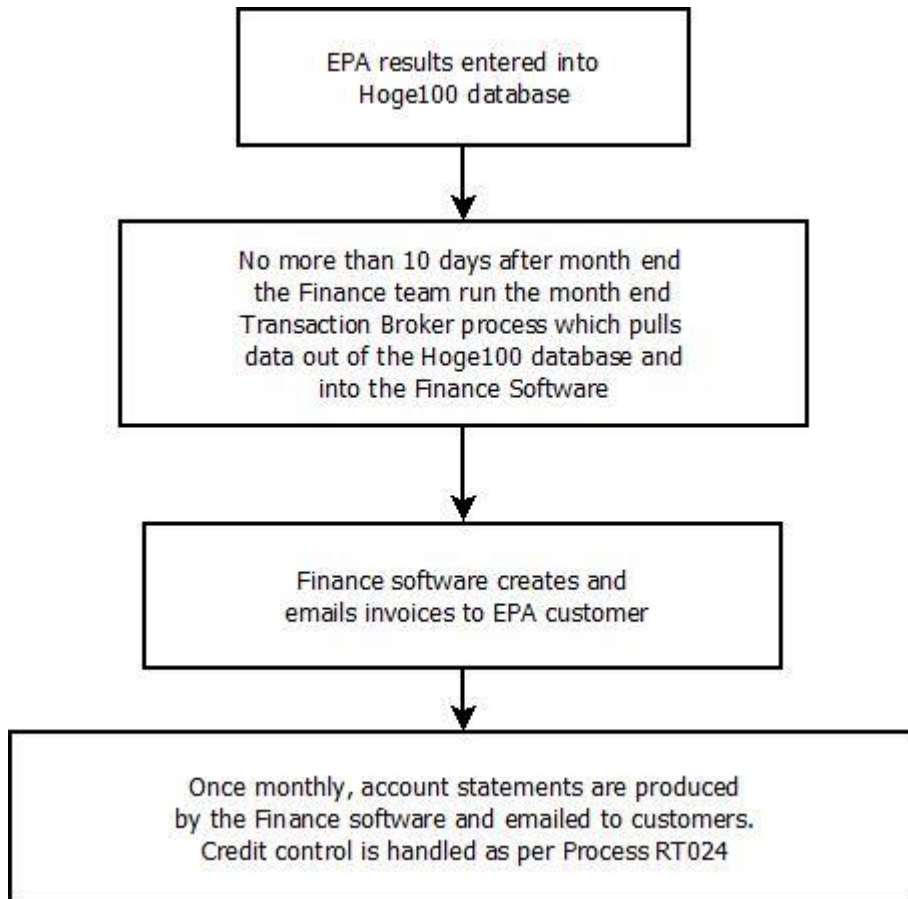
### Invoice Retention

Invoices are retained in our secure financial accounting software for a period of 6 years from the end of the last company financial year they relate to. This is in accordance with HMRC rules.

### Questions

Questions or queries relating to this process should be addressed to the RTITB Finance Director - +44 (0) 1952 520206 / [accounts@rtitb.com](mailto:accounts@rtitb.com)

## Procedure



**This policy & procedure must be reviewed by the Finance Director no later than end of December 2022.**