



Auto-Assess Compliance
trading as –

Auto-Assess Awards

Fees and Invoicing

Document issues Number	Effective date	Amendments	Reason for amendments
AAC016 Issue 2	27/07/2026	1- Updated Header 2- Included Auto Assess Awards 3- Minor word changes	1.New logo/Branding 2. Removed reference to Auto-Assess Compliance Ltd and replaced with Auto-Assess Awards 3. Grammer

Introduction

The following policy details the policy of Auto-Assess Awards in determining, reviewing, and publishing its fees, alongside our policy on invoicing.

Responsibilities

The Head of Operations is responsible for the review of fees; they will work alongside the finance department and the Head of Quality to annually review and update Auto-Assess Awards fees and invoicing for discussion at the end-point assessment subcommittee. The final sign off of the fees will be via the Governing Body

What we Charge for

Auto-Assess Awards has a standard per learner fee for end-point assessment. This fee varies by apprenticeship standard, as detailed in our price list.

Our price list is available on our website www.autoawards.ok.uk

Fees may be negotiated with the employer of the learner, in line with the Department for Education Apprenticeship Funding Rules¹

The following charges may also be applied to our services on top of the standard fee:

- A fee per learner for late registrations (registrations less than one month before EPA)
- Assessment cancellations:
 - Less than 24 hours’ notice, or the learner fails to turn up for an end-point assessment activity – full fee charged
 - 2 working days’ notice - 50% of fee charged
 - 3 working days’ notice - 25% of feed charged
 - More than 3 working days’ notice – no fee
- Resits and retakes
 - The fee will very in accordance with the assessment component being resat
- Administrative work to correct errors made by the customer when registering learners

We do not charge for:

- Access to the online registration system used for end-point assessment
- Access to the online exam platform used for multiple choice end-point assessments
- General support for enquiries
- Cancellations made more than 3 days before the end-point assessment
- Certification, certificates are issued by the Department for Education
- Replacement certificates, this is because we do not issue certificates. Certificates are issued by the Department for Education
- Handling complaints or appeals

Payment of fees

The main training provider must pay Auto-Assess Awards, on behalf of the employer, the fee for end-point assessment. However, any payment for resits or cancellations must be paid by the employer.

VAT

In line with the apprenticeship funding rules, in that Supplies of training or end-point assessment, which are paid by government funding, including the apprenticeship levy, are exempt from VAT.

However, the following are subject to VAT, as they are not funded by government (DWP):

- employer payments for cancellations
- employer payments for re-sits and re-takes
- employer payments for end-point assessment over and above the 20% permissible funding for end-point assessment.

Prices entered by the main provider onto the Individualise Learner Record (ILR) must not include VAT.

Invoicing and payment

Fees will be invoiced to the main training provider (the main training provider is the provider that holds the contract with the Department for Education and draws down the funding for the apprenticeship).

The invoice will be issued on the last working day of the month the End Point Assessment took place.

Payment must be made within 30 calendar days.

Additional fees that are ineligible for public funding (resits/retakes, cancellation) will be invoiced directly to the employer.

The invoice will contain the following details:

- Date invoice raised
- Invoice number
- Name of contact of main training provider (employer if it is an employer invoice)
- Address of accounts payable at the main training provider (employer if it is an employer invoice)
- Employer name
- Apprentice ULN(s)
- Name of apprenticeship standard
- Fee detail (registration, final, cancellation, resit etc) per apprentice
- Net, gross and total payable
- Payment terms
- Payment details and instructions
- Invoice queries contact details

- VAT registration number
- Registered office address
- Registered company number

Payment must be made via BACS

Late payment of invoices

Should late or non-payment impact on the delivery of services, Auto-Assess Awards will notify Ofqual of potential adverse effects, alongside an associated action plan.

Review of Fees and Invoicing Arrangements

Fees and invoicing procedures will be reviewed in December - January of each year to be put in place for registration from the commencement of the financial year (April).

Auto-Assess Awards reserve the right to review fees mid-year due to circumstances beyond their control, such as changes to the apprenticeship end-point assessment, changes to funding bands. In such circumstances all customers will be notified of the review and the associated timescales for implementation.