

## Invoicing Policy

### 1 General

- 1.1 This policy specifies the processes to be followed in relation to the payment, retention and content of invoices issued by Skills and Education Group Awards.<sup>1</sup>

### 2 Invoice Issue - Product Fees

- 2.1 Invoices for product fees are issued at the point of enrolment<sup>2</sup>/registration when Centres<sup>3</sup> submit a learner's intent to complete a qualification / programme through our online registration service (ORS).

- 2.1.1 Centres may have as many ORS accounts as they wish but each account holder must be authorised by the person registered with us as the main Examinations / Administration Officer.

Permissions may be restricted to one or more of the following:

- Read Only Access;
- Submit Enrolments;
- Submit Registrations and Claims.

- 2.1.2 Centres are advised that staff:

- to whom submission rights are given for creating courses, adding learners to courses, requesting examinations and claiming awards, must have the authority to raise an invoice;
- must keep their ORS passwords confidential.

- 2.2 An email with a copy of the invoice content is generated and sent to both the member of Centre staff who created the enrolments and to the Centre's Finance Department to confirm an invoice has been raised.

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<sup>1</sup> Skills and Education Group Awards, a recognised awarding organisation and part of the Skills and Education Group.

<sup>2</sup> See Learner Enrolment Policy

<sup>3</sup> A 'Centre' in the context of this document applies to organisations, whether a training organisation, educational institution or employer that deliver Skills and Education Group Awards qualifications and / or assessments to individuals and as such, has a duty of care, with respect to the individual as a learner.

### **3 Invoice Issue - Other Fees**

3.1 Other fees are usually invoiced at the point where services have been completed.

3.1.1 Other fees are published on the website and include but are not limited to those for Centre recognition and qualification approvals, qualification advisory visits, additional quality assurance, additional certification, enquiries and appeals, gateway progression.

3.2 We reserve the right to charge other fees prior to the completion of services, including, but not limited to the following circumstances:

3.2.1 where a Centre is a private or voluntary training organisation and the invoice relates to the first Centre recognition and/or qualification approval visit.

3.2.2 where a Centre has a history of bad debt.

### **4 Invoice Content**

All invoices contain a summary of the services purchased.

4.1 Product Fees. The invoice contains:

- the Centre's Purchase Order (PO) number **or** the name of the person who has requested the services if no PO number was submitted;
- approved Centre address details;
- the product title;
- the number of learners enrolled and the total qualification fees;
- the total credit fees (where applicable) based on the choice of units;
- details of late enrolment / entry fees where applicable

4.2 Other Fees. The invoice contains:

- approved Centre address details;
- a summary of the service given.

### **5 Invoice Payment and Credit Control**

5.1 Payment terms are 30 days from the date of the invoice (unless special arrangements have been made) and any disputes must be raised within the payment terms.

- 5.2 Remittances must be sent to [finance.awards@skillsedugroup.co.uk](mailto:finance.awards@skillsedugroup.co.uk). If a remittance is not sent, we reserve the right to allocate payments to the oldest invoices.
- 5.3 We will contact a Centre's Finance Department if invoices have not been paid within the period stated above, requesting payment to be made immediately.
- 5.4 Where no response or payment is received, we reserve the right to invoke our credit control procedures which may include an additional charge of 8% above the Bank of England base rate and which can result in the suspension of services until any debt is repaid.<sup>4</sup>
- 5.5 We will not be held responsible if a Centre's authorised users do not comply with their own Centre policies / processes for issuing PO numbers and will pursue any payments withheld in respect of this in line with our credit control and sanction procedures.

## **6 Credit Payments**

- 6.1 Centres must offset credits owing or any overpayments against future invoices within 12 months of the date on the credit note/overpayment, otherwise the credit note/overpayment will expire. Outstanding credit notes of under 12 months will be listed on statements sent to centres.

## **7 Retention of Invoices**

- 7.1 Copies of invoices relating to services to Centres are stored electronically on secure business systems and are retained in line with current financial legislation.

## **8 Refunds**

- 8.1 We do not refund fees unless agreed in line with Enrolment Policy or exceptional circumstances can be demonstrated.

## **9 Quality Assurance**

- 9.1 This policy and guidance is reviewed annually to ensure it continues to meet the needs of our Regulators<sup>5</sup>.

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<sup>4</sup> See Sanctions Policy

<sup>5</sup> Ofqual in England; Qualifications Wales; CCEA Regulation in NI