

1. Purpose

This purpose of this policy is to set out the process and content for the issue of end-point assessment (EPA) invoices.

2. Scope

This policy applies to all apprenticeship qualifications offered by CifA Qualifications.

Relevant organisations and staff can include:

- Training providers
- CifA Qualifications staff

3. Regulatory authorities

Relevant regulatory authorities are:

- Ofqual

4. Audience

This document is for:

- Training providers
- CifA Qualifications staff
- Regulators

5. Policy

CifA Qualifications will issue invoices for assessment services as follows:

- 50% payment at gateway
- 50% payment at results issue

CifA Qualifications requests that invoices are paid within one calendar month of the issue date.

Invoices will contain:

- a unique invoice number
- the full amount to be paid
- issue date
- due date
- CifA Qualifications postal address
- BACS payment details
- confirmation that CifA is not registered for VAT

E-copy of all sales invoices are retained in accordance with the legal requirements to keep records for six years from the end of the financial year that they're issued.