



**Accelerate
People**

Invoicing Policy

Welcome to Accelerate

Classification: Public

Version History		
Version	Date Amended	Changes Made
1	Nov 2020	Document created.
2	Dec 2023	Changes made to fees and invoice content
3	Sept 2024	Annual review, added document classification and rebranding

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1. Introduction

Accelerate People is an End-point Assessment Organisation (EPAO) and this document sets out our invoicing policy for Providers.

Our fees for End-Point Assessment (EPA) are created using the available published Apprenticeship Standards and Assessment Plans (for which Accelerate People are registered to deliver End-point Assessment services in line with regulatory requirements).

2. Purpose

This policy should be read in combination with any contractual agreements in place with individual Providers.

3. Fees

All fees for the service of End-Point Assessment are payable by the Employer, individual Apprentices will not be charged to undertake this assessment. Invoices for these fees will be sent directly to the Provider.

Accelerate People can accept and process transfers should an Employer wish to transfer from another registered EPAO. Transferred Apprentices must complete all End-Point Assessment components with Accelerate People regardless of whether any have previously been undertaken with another registered EPAO. In all such instances the full cost of the EPA will be charged.

4. Invoice Content and Payment

The invoice will be issued at the end of the calendar month to the relevant finance contact or finance department which will contain the following information:

- A unique invoice number.
- Accelerate Peoples name, address and contact details.
- The name and address of the customer for which the invoice is being raised.
- The date of the invoice.
- Invoice value total in GBP, with a breakdown of the charges, where applicable.
- PO number, ULN, ACE360 ID, Standard & Date of EPA.
- Payment terms.

Payment of the charges shall be in accordance with any invoices issued by Accelerate People to the Provider. In the event there are no payment terms included in such invoice(s), the Provider must pay the charges to Accelerate People within thirty (30) days of receipt of such invoice(s).

In accordance with HMRC guidelines Accelerate People will keep records of all invoices in accordance with the legal requirements to retain records for the previous complete six financial years plus the current financial year.

5. Collection of Debts

If the Provider fails to make payment in accordance with the terms of an invoice or, in the event there are no payment terms on an invoice then Accelerate People shall be entitled, in addition to any unpaid amount that should properly have been paid, to simple interest on that amount (accruing on a daily basis from the final date for payment until the date of actual payment, whether before or after judgment). Such interest shall be calculated at a rate of 4% per year above the Bank of England's base rate which is current at the date the payment became overdue.



Accelerate People