



# **Policies** Railway Competence Group

www.rcg.org.uk

## **Invoicing Policy**

This Invoicing Policy outlines how invoices are issued, paid, and retained. Also stated are the legal requirements for invoice content.

### **Issuing of Invoice**

Invoices will be issued following EPA completion. The invoice includes:

- Fee for End-point assessment and payment due date.
- Relevant Purchase order number.

Invoices will be sent via email to the invoicing contact. Our invoices include:

- Invoice number
- Contact information for Railway Competence Group and bank details.
- Name and address of the customer.
- Invoice date.
- The total invoice value in GBP, with a breakdown of charges.
- Payment Terms, payment date.
- Company registration number of Railway Competence Group.

#### Fees

Our Contract outlines all fees, including end point assessment, cancellations, resit and retake fees.

We also publish standard fees on our website.

The Ace360 portal requires a separate fee of £7.50 (plus VAT) per Apprentice at registration. Payment is made directly to Ace360 on https://ace360.org/.\_ACE360 operates its own terms and conditions and is not part of Railway Competence Group. Terms and conditions can be found at:

https://ace360.org/terms-and-conditions.

Fees and public funding determined by the Education and Skills Funding Agency (ESFA) are subject to change. If fees change, Training Providers/Employer Providers will be notified in advance of any changes to fees.

#### **Terms of Payment**

Railway Competence Group's payment terms are 30 days from the date of invoice.

If Railway Competence Group fails to comply with this policy, the Training/Employer Provider will not be liable for delays in payment.

Delays in payment from the employer/training provider may incur additional fees which will be outlined in the contract between Railway Competence Group and the associated Training/Employer provider.

### **Invoice Retention**

In accordance with HMRC, invoices are retained for a minimum of 6 years after the end of the last financial year.

### Contact

Please contact <u>contact@railwaycompetencegroup.co.uk</u> for any questions regarding this policy and/or our fees and invoicing arrangements.

**Policy Review** Last updated 02/01/2023. The policy will be reviewed annually.







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