



ETC Awards Limited

Pricing/Invoicing Policy

Introduction

As a regulated awarding organisation, ETA prides itself on the clarity and transparency of its pricing structure and aims to offer value for money to centres wishing to offer ETA qualifications or ETA Business Solutions.

ETA charges are simple and transparent, consisting of a learner fee only (registration and certification). All fees for existing products and services are determined prior to ETA's financial year and published as fixed fees for the year. The price of any new products and/or services developed during the financial year will be agreed at the appropriate time and published accordingly.

Fees are published on the ETA website.

All invoices are issued in a timely manner and will include ETA details, customer details, ETA payment terms and payment details as well as information on the learner or centre fees being charged (see below).

Invoices will be retained electronically for a minimum period of five years.

Fees for additional external quality monitoring visits may apply as defined in the ETA Centre Manual for approved centres. This will always be discussed and agreed with a centre prior to the activity.

In cases where centres are registering volumes on an ongoing basis, it may be necessary to charge an annual administration fee to ensure we can remain cost effective and compliant in our delivery. This will be discussed and agreed with the centre in advance.

Qualification Fees and Invoices

Qualification fees comprise charges for learner registration and certification. These fees are published on the ETA website and remain constant for the financial year.

Discounts for 'packages' (e.g. groups of apprenticeship qualifications) may be offered to centres on a volume based escalator and are published on the ETA website.

All qualifications are available separately from any other ETA products and services.

If any discounts are agreed for specific centres, these will be offered in writing following approval by the ETA Managing Director.

Invoices for qualifications are issued at the end of the month in which the learner registration is made, unless alternative agreements are in place with specific customers. Invoices for qualifications contain details of the qualifications and number of learners. They are accompanied by a report (printout) which shows full learner details against each qualification registered.

ETA Business Solutions Fees and Invoices

ETA Business Solutions fees can vary according to the solution required and agreed with the centre and may include a development charge or an annual fee. They will always carry a fee for learner registration which will include certification. These fees will generally be based on the projected numbers of learners registered and the solution to be implemented. The centre is notified of the fee for each ETA Business Solution when the schedule of agreement is drafted and approval is confirmed. ETA will, in conjunction with the centre, continually review the fees and delivery requirements against the schedule and volumes agreed.

Invoices for ETA Business Solutions contain details of the qualifications and number of learners. They are accompanied by a report (printout) which shows full learner details against each qualification registered.

Terms and Conditions

Payment of invoices must be made within 30 days from receipt of an invoice unless otherwise agreed in advance, in writing, by the ETA's Finance Director. Failure to comply with all ETA terms and conditions may result in delays in registrations and certificate claims being processed.

Review arrangements

We will review this policy annually as part of our self-evaluation arrangements and revise it, as and when necessary, in response to external feedback, trends from our internal monitoring arrangements, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation. In particular, we will ensure this policy pricing and/or invoicing requirements published by the regulators.

Contact us

If you have a query in relation to our pricing and/or invoicing of awarding organisation products or services (e.g. learner registration or centre fees, please contact the Head of Solutions and Compliance at:

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