

Policies & Procedures

Owner: Quality Manager

Function: Business Administration

Title: EPA Invoicing and Fees Policy

Change history

Rev No.	Nature of change	Author	Approved By	Date
1	First Issue	Zoe Whittington	Andy Mclvor	20/12/2022
2	Amplification of information	S Vickers	Z Whittington	13/06/2023
3	Change to prices NO/NT	J Palmer	Z Whittington	19/10/2023
4	Transfers	S Vickers	Z Whittington	07/11/2023
5	Addition of new standards	S Vickers	Z Whittington	15/07/2024
6	Updated to new branding	A Wallbank	M Kinsella	10/10/24
7	Minor updates to clarify terms	S Vickers	Z Whittington	09/05/25
8	Addition of Nuclear health Physics Monitor V1.1 and Nuclear Operative V1.1	S Vickers	Z Whittington	06/10/25
9	Clarification to 2.2	S Vickers	Z Whittington	12/03/26

Summary

Key Activities and Interfaces

Compliance with Ofqual General Conditions of Recognition (GCOR) - Condition F1

Associated Policies and Forms

- EPA Appeals policy
- APP-001-07 - Provider EPA Contract Agreement

Contents

Introduction	3
Purpose of Policy	3
Section 1 - Standard fees	3
1.1 – End Point Assessment (EPA).....	3
1.2 – Schedule of payments for standard EPA fee.....	4
1.3 – Withdrawal from EPA.....	4
Section 2 – Other fees & charges	5
2.1 - Resits	5
2.2 – Cancellation of a booked assessment	5
2.3 – Apprentice fails to attend a booked assessment (no show)	5
2.4 –Appeals	5
2.5 - Reasonable adjustments.....	5
2.6 – Prior learning and/or transfers.....	5
Section 3 - Invoicing and payment for EPA fees & charges.....	6
3.1 – Purchase orders (PO).....	6
3.2 - Invoicing and payment schedule	6

Introduction

As an End Point Assessment Organisation (EPAO) NSAN has been recognised by Ofqual to deliver End Point Assessment (EPA) for the following apprenticeship standards:

- Level 2 Nuclear Health Physics Monitor
- Level 2 Nuclear Operative
- Level 5 Nuclear Technician
- Level 3 Maintenance & Operations Engineering Technician
- Level 6 Project Controls Professional
- Level 3 Project Controls Technician

A standard fee is applied to the provision of EPA and will be based on one attempt at each method of assessment.

Services that incur additional (eligible) costs are subject to additional fees or charges, as documented in this policy.

All payments are to be made from the training provider to NSAN. Payments from an employer must be routed through the training provider.

Purpose of Policy

This policy sets out the structure of fees and charges that NSAN apply for EPA services and other costs in relation to those services.

Section 1 - Standard fees

1.1 – End Point Assessment (EPA)

EPA fees are formalised in the Contract. The fee is a fixed cost, which covers the full EPA process including planning, guidance, development, delivery, assessor expenses and certification. Refer to section 2 for fees and charges that sit outside of this standard fee.

Apprenticeship	EPA fee (per apprentice)
Level 2 Nuclear Health Physics Monitor V1	£1800
Level 2 Nuclear Health Physics Monitor V1.1	£2400
Level 2 Nuclear Operative V1	£2150
Level 2 Nuclear Operative V1.1	£2280
Level 3 Maintenance & Operations Engineering Technician	£3200
Level 3 Project Controls Technician	£2750
Level 5 Nuclear Technician	£3200
Level 6 Project Controls Professional	£3400

1.2 – Schedule of payments for standard EPA fee

Fees are payable at three points of the EPA:

- 10% non-refundable deposit at contract agreement
- 70% at gateway
- 20% on completion of the first attempt at the final method of assessment

1.3 – Withdrawal from EPA

1.3.1 – For an apprentice who withdraws between contract agreement and gateway, no monies will be reimbursed as per 10% non-refundable deposit.

1.3.2 – If an apprentice withdraws between gateway and their first attempt at the final method of assessment, NSAN will calculate costs incurred commensurate with how far the EPA has progressed. Any monies owed will be reimbursed or paid by either party.

1.3.3 – Once an apprentice has made their first attempt at the final method of assessment, the EPA is subject to full cost and no monies will be reimbursed.

Section 2 – Other fees & charges

2.1 - Resits

A resit fee is calculated based on the actual costs of the assessment and is agreed with the training provider before the assessment occurs. A purchase order (PO) must be received before a resit occurs.

2.2 – Cancellation of a booked assessment

Cancellations made with fewer than five working days' notice are subject to a resit fee. Depending on how much notice is provided, a cancelled assessment may be subject to full cost and the subsequent booking charged at resit fee.

If NSAN have incurred any specific non-refundable costs prior to the cancellation (such as assessor travel or registration fees), those costs may be applied as a chargeable fee.

2.3 – Apprentice fails to attend a booked assessment (no show)

Unless extenuating circumstances apply, a no-show will be considered as a failed attempt and resit fee applied to the subsequent booking.

Note: Failure to submit a report or portfolio by a defined deadline will be considered a no show.

2.4 – Appeals

Depending on the outcome of the Appeal, a fee may be applied. Associated fees can be found in the Fees section of the EPA Appeals policy.

2.5 - Reasonable adjustments

If an apprentice requires specialist equipment for reasonable adjustments, in the first instance, it is expected that this is provided by the employer/provider as a normal way of working. Should provision of resources or equipment result in excessive costs for NSAN, this cost may be passed to the provider. This will be agreed on a case-by-case basis, prior to any arrangements being made.

2.6 – Prior learning and/or transfers

Prior learning will only be recognised in instances where this is explicitly permissible on the assessment plan and/or guidance associated with the specific EPA. If not explicitly referenced, it is not permissible.

If an apprentice has completed prior learning or achieved parts of an EPA with an alternative assessment organisation and wishes to transfer to NSAN, fees will be calculated on a case-by-case basis.

Section 3 - Invoicing and payment for EPA fees & charges

3.1 - Purchase orders (PO)

Before a service can be provided, a valid purchase order (PO) must be received by NSAN for the relevant sum. Assessments, results or applications for final certificates may be paused if a PO is outstanding. It is the training provider's responsibility to ensure POs have been approved.

3.2 - Invoicing and payment schedule

Invoices specify the payee, the PO number, the number of apprentices, the purpose of invoice, payment stage, the employer and the apprenticeship standard.

Invoices should be paid within 30 days of issue. Assessments, results or applications for final certificates may be paused if an invoice is outstanding. It is the training provider's responsibility to ensure invoices are paid on time.