



## **Invoicing Policy**

### **Introduction**

The ECITB operates an Awarding Organisation in line with the regulatory requirements of the Office of the Qualifications and Examinations Regulator (Ofqual), Qualifications Wales and the Scottish Qualifications Authority (SQA) Accreditation. As such it has to make a charge for its services. These charges will be levied on all Approved Centres for all candidates, regardless of whether they are employed by an employer in-scope to the ECITB.

### **Review Arrangements**

We will review this policy and its associated procedures as part of our continuous improvement arrangements and revise it, as and when necessary, in response to customer, learner or regulatory feedback (e.g. to align with any enquiries process established by the regulators) and to identify any trends that may emerge in the subject matter of enquiries received.

### **Issue of Invoices**

Invoices will be issued to Approved Centres on a monthly basis, in arrears, for the registrations in the previous month.

### **Content of Invoices**

Invoices will list the candidate(s), qualification reference number and date of registration to which the invoice relate.

### **Payment of Invoices**

All invoices are to be paid by the due date printed on the invoice. A Precautionary Restriction preventing Candidate Registrations may be applied to any Centre not complying with the ECITB payment terms.

The following methods of payment are accepted:

- BACS;
- Bankers Draft;
- Cheque;
- Credit/Debit Card

The full account details for BACS payments can be found printed on the invoice. This is the ECITB's preferred method of payment.

## **Retention of Invoices**

Invoices will be retained for a period of seven years.

## **Contact us**

If you have any queries about any aspect of this process, please contact:

VQ Administrator  
Engineering Construction Industry Training Board  
Blue Court  
Church Lane  
Kings Langley  
Hertfordshire  
WD4 8JP

☎: 01923 260 000

@: [Qualifications@ecitb.org.uk](mailto:Qualifications@ecitb.org.uk)

🌐: [www.ecitb.org.uk](http://www.ecitb.org.uk)