

BPEC Certification Ltd. Pricing Policy

Awarding Organisation

Edition Date: January 2025

Introduction

This document is intended for our centres and sets out the fees we will charge for our various qualifications, products and services as well as our invoicing arrangements.

Our aim is to have a pricing structure and associated invoice arrangements that are:

- fair and appropriate and provide value for money for centres.
- clear and transparent, with no hidden costs or details.

Review arrangements

We will review this document and its associated procedures annually as part of our self-evaluation arrangements and/or in response to customer, or regulatory feedback and any trends that may emerge in the types of queries we may have received.

If you would like to feedback any views or have a query in relation to any aspect of our fees or invoicing arrangements please contact us via the details provided at the end of this document.

Invoicing approach

BPEC will normally invoice your centre within **25** working days of the agreed product/service being delivered or from receipt of learner/candidate registrations and these will be sent to your Management Representative unless you inform us otherwise (if you would like to change who we send the invoices to please contact us via the contact details at the end of this policy).

Each invoice will contain details of:

- The product/service being provided – including details of the learners/candidates registered per qualification/assessment (if relevant to the invoice)
- The payment method and where required our bank account details
- Our payment details (BACS details)

Upon receipt of the invoice, payment should be received by us within **30** days of the invoice date. In which case we will update our records to show full payment has been.

Failure to pay due invoices may result in services and/or products being phased out and/or withdrawn from your centres.

Records

So we can provide an auditable trail of transactions in accordance with HMRC guidelines, we will keep records of all invoices issued and received. These will be made available should your centre or other relevant parties (such as the regulator OFQUAL, Qualification Wales etc.) request them.

Minimum Threshold

To deliver the right quality of service and outcomes to our centres and learners, a minimum amount of resources and activity must be allocated to manage each individual approved centre. The minimum threshold ensures that we can continue to offer a quality service to every single centre which chooses us as their awarding organisation.

All centres approved for delivery of regulated qualifications with BPECs Awarding Organisation are required to spend a minimum order value each year. The accumulative total based on learner registrations with BPEC Awarding Organisation runs from 1st January to 31st December each year. Where centres fail to meet the minimum threshold an annual top-up invoice will be issued to cover the shortfall. For example, if a centre spends £1350.00 on registrations in the year, a charge of £150.00 will be applied.

BPEC Awarding Organisation reserves the right to exempt customers from this threshold. Customers that may be affected by this will be contacted via letter each year. Invoicing will be shortly after 1st January each year.

Fees

The fees listed below are correct at the date shown at the top of this policy and are in line with our current Awarding Organisations fees list. BPEC is committed to ensuring the fee details are updated every time fees have been introduced and/or altered and made available to our centres at the earliest opportunity to help them with their planning arrangements.

Approval/External Quality Assurance/Moderation	Fee
Initial Centre approval engagement	£550.00
Additional qualification approval visit	£320.00
Desktop qualification approval	£215.00
Advisory/support - centre visit or remote (full day)	£320.00
Advisory/support - centre visit or remote (half day)	£195.00
External quality assurance visit	£320.00
Remote external quality assurance (full day)	£270.00
Remote external quality assurance (half day)	£195.00
Centre request - summative remote validation of centre assessments (portfolios of evidence) <i>Where a portfolio cannot be validated, the centre will be charged for a re-submission. Please note that it is the centre's responsibility to arrange secure delivery and collection of the portfolios.</i>	£60.00 per portfolio
Centre request - summative remote validation of centre assessments (paper based assessments) <i>Where a paper based theory assessments cannot be validated, the centre will be charged for a re-submission. Please note that it is the centre's responsibility to arrange secure delivery and collection of the assessments.</i>	£25.00 per learner

Replacement/Re-issued certificates	Fee
Replacement/Re-issued certificates	£45.00

Learner registrations/withdrawals/transfers	Fee
Learner registration per qualification	Please see overleaf
Late registration of a learner (short notice learner registration request) <i>Please note that where our qualifications contain online examinations, learners should be registered at least 10 working days before an exam is required as we cannot guarantee short notice requests will be processed in time.</i>	£30.00 (additional fee)
Learner withdrawn from a qualification within 28 days from registration date. <i>You will not receive a refund, but after the deduction of this administration charge, a credit will be held on your account.</i>	£30.00
Learner withdrawn from a qualification after 28 days from registration date	Full registration fee
Learner transferred from another BPEC centre	£30.00
Changes to learners personal/course details	£30.00
Replacement learner portfolio (including after learner is withdrawn from a qualification or transferred to a different qualification and a new portfolio is requested)	£35.00

Examinations	Fee
*Resit for online exams (per exam) All examination re-sits are chargeable per exam for BPEC Awarding Organisation qualifications.	£3.50 per resit

Appeals/Complaints/Investigations	Fee
Appeals/complaints/investigations	At cost

Minimum Spend Threshold	Fee
£1500 per year, calculated January to December Inclusive. (minimum spend threshold excludes VAT)	At cost

Product Fees

Registration fees are normally reviewed and updated annually. The updated fees list will be sent out to Centre's along with any alterations to the invoicing policy. Any amendments and date that they are implemented will be included within the covering email. Details of registration duration per product is detailed in the relevant qualification/assessment specification.

Gas		
QAN	Title	Fee
603/5485/9	*Level 3 Diploma in Gas Engineering	£295.00

Smart Metering		
QAN	Title	Fee
600/1890/2	Level 2 Diploma in Smart Metering Power	£140.00

Plumbing and Heating		
QAN	Title	Fee
601/2514/7	*Level 1 Diploma in Plumbing Foundation **	£135.00
600/9432/1	*Level 2 Diploma in Plumbing Foundation **	£220.00
600/9353/5	*Level 3 Diploma in Plumbing Foundation **	£220.00
603/4526/3	*Level 3 Diploma in Plumbing and Domestic Heating (Natural Gas, Oil, Solid fuel/Biomass or Environmental technologies)	£295.00
610/4782/X	*Level 3 Diploma in Plumbing and Domestic Heating (Natural Gas, Environmental Technologies or Non-Domestic Plumbing)	£295.00
Note:** Includes free learner portfolio in colour		

Low Carbon & Environmental Technologies Qualifications		
QAN	Title	Fee
610/0821/7	*Level 3 Award in Heat Pump Systems (non-refrigerant circuits)	£90.00
610/0820/5	*Level 3 Award in Ground Source Heat Pump Systems (non-refrigerant circuits)	£90.00
610/0817/5	*Level 3 Award in Air Source Heat Pump Systems (non-refrigerant circuits)	£90.00
Note: All above environmental technologies qualifications currently include a free BPEC learner manual		

Unregulated Qualifications		
Code	Title	Fee
LTH-001	BPEC Low Temperature Hot Water Heating Systems	£40.00

Experienced Worker Assessment		
Code	Title	Fee
FESS-001	FESS Experienced Worker Assessment	£125.00

All fees are exclusive of VAT, which is payable at the prevailing UK rate unless exemption applies.

Contact us

If you have any queries about the contents of the policy, please contact BPEC at:

1-2 Mallard Way
Derby
United Kingdom
DE24 8GX

Email: aoadmin@bpec.org.uk

Telephone: 01332 376000