



the  
apprenticeship  
college

# PAYMENT OPTIONS

Dear Employer,

We hope this message finds you well. As part of our commitment to providing convenient and flexible payment options, we are pleased to offer you a range of payment methods for the various charges associated with our services.

The various charges which may be applicable to you are:

- Co-investment charges
- Certificate charges - CMI Level 3 or Level 5
- Resit, Cancellation or Re-arranged charges
- Associate Project Management - Qualification charges
- Commercial training invoices
- Apprenticeship training not funded through the Apprenticeship Levy
- Recruitment invoices

## PAYMENT OPTIONS

### GOCARDLESS

Set up a direct debit arrangement with us for seamless and automated payment or payments. This ensures timely payment of your invoices.

### PAYPAL

Benefit from the convenience and security of PayPal for making payments. Simply link your PayPal account to your invoice and proceed with the payment using this widely accepted online payment platform. The invoice you receive will feature a 'Pay Now' button, directing you to our secure Sage.com website for payment completion.

### STRIPE

Our integration with Stripe allows you to securely make payments using your preferred debit or credit card. Stripe provides a streamlined checkout process for quick and hassle-free transactions. The invoice you receive will feature a 'Pay Now' button, directing you to our secure Sage.com website for payment completion.

### INVOICE PAYMENT

If you prefer to pay via traditional methods, we accept payments via bank transfer based on our issued invoices. Ensure the invoice number is included as the payment reference for prompt processing. Payment terms are 30 days from the invoice date.

Your full cooperation with our payment procedures is appreciated, as it enables us to maintain our commitment to delivering high-quality services and support to your organisation.

Should you have any inquiries or require further clarification regarding payment options or any other matter, please don't hesitate to contact our team at:

Email: [accounts.payable@theapprenticeshipcollege.co.uk](mailto:accounts.payable@theapprenticeshipcollege.co.uk)

Phone: **020 3651 4747**

## CO-INVESTMENT CHARGES - (NON-LEVIED EMPLOYERS)

On completion of the apprenticeship 'Contract of Service', the Apprenticeship College LTD will raise an invoice to you for your required 5% employer contribution for the agreed training. You are required to pay in full within 30 days of receipt of our invoice. Please make us aware if you require a PO on the invoice. If you have difficulty in meeting this payment in full, please contact: [accounts.payable@theapprenticeshipcollege.co.uk](mailto:accounts.payable@theapprenticeshipcollege.co.uk)

Co-investment may also result in the event where the Employer does not have sufficient levy funds in their Apprenticeship Service account to meet the fees for the services it has requested. At this point, the Employer will then enter co-investment and the Employer shall pay the Training Provider 5% of the cost of the services and the DfE will pay the Training Provider the remaining 95% up to the funding band maximum. The Training Provider needs to report that they have received the Employer's contribution to be able to request the DfE contribution.

## CERTIFICATE CHARGES - CMI LEVEL 3 OR LEVEL 5

The Apprenticeship College offer added value Chartered Management Institute (CMI) qualifications which can be delivered as part of the Team Leader Supervisor level 3 apprenticeship and the Operations and Departmental level 5 apprenticeship. This is an optional qualification that can be added to the programme for individuals. As a globally recognised body, the CMI certificate is an attractive option for those learners who want to have further recognition in their leadership capabilities. By opting to take the CMI qualification, learners can access recourses and become a **Chartered Member** of the institute.

The employer agrees that a fee will be charged for any 'Certification' the employer wishes the apprentice to complete that is not part of the apprenticeship assessment plan.

### **Certificates listed below:**

CMI Level 3 Certificate in Principles of Management and Leadership - Current fees - £350 +VAT  
CMI Level 5 Certificate in Management and Leadership - Current fees - £400 +VAT

## RESIT, CANCELLATION OR RE-ARRANGED CHARGES

Resit charges - (Functional Skills exams, Qualification required element of the apprenticeship and Apprenticeship Assessment)

Resits are ineligible costs and as such are not funded by the Department for Education (DfE). The Assessment Organisation, Awarding Body and Training Provider are not responsible for any resit costs but may agree to contribute. The number of resits that can be taken by an apprentice will be at the discretion of their employer, unless the assessment plan limits this to one resit. Apprentices cannot be asked to pay for the costs of training and assessment. They are also not responsible for resit costs.

Employers are responsible for deciding when their apprentices are ready to pass through gateway and take their EPA. By signing the 'Gateway Declaration' form prior to the learner entering Gateway, the employer agrees that the apprentice should be put forward for their Apprenticeship Assessment and the employer feels the apprentice has demonstrated the knowledge, skills and behaviours required to be competent in their job role, meets the gateway criteria and is ready to complete their Apprenticeship Assessment.

The employer agrees to pay for any reasonable expenses incurred for the cancellation or re-arrangement of a pre-programmed Functional Skills exam or apprenticeship Qualification exam

dates. If cancelled or postponed within 7 days of the arranged exam or assessment date, then a charge will be applicable.

The employer agrees to pay for any reasonable expenses incurred for the cancellation or re-arrangement of pre-programmed Apprenticeship Assessment dates. If cancelled or postponed within 28 days of the arranged Apprenticeship Assessment date, then a charge will NOT be applicable.

## ASSOCIATE PROJECT MANAGEMENT - QUALIFICATION CHARGES

The Associate Project Manager Apprenticeship Programme has undergone a review, and it is no longer mandatory for learners to undertake the APM PMQ exam before their Apprenticeship Assessment. However, we acknowledge that certain employers and learners may still opt for this qualification, albeit at an additional cost. We provide flexible payment solutions tailored to your needs. Once an agreement is reached, we will need the details outlined in the **Payment details** section below. Payment can be facilitated through any of the options previously mentioned methods.

## COMMERCIAL TRAINING INVOICES

The Apprenticeship College specialises in providing Apprenticeship Training, we also offer commercial training options. Should your organisation request a commercial training course, we will issue a Commercial invoice accordingly. We are flexible with payment options, which can be customised to your preferences. Upon agreement, please provide the necessary details outlined in the **Payment details** section below. Payment can be facilitated through any of the options previously mentioned methods.

## APPRENTICESHIP TRAINING NOT FUNDED THROUGH THE APPRENTICESHIP LEVY

If you have a learner who does not qualify for Apprenticeship Levy funding from the Education and Skills Funding Agency, they still have the opportunity to participate in training alongside their colleagues. However, funding for this will be arranged through a commercial invoice. We provide flexible payment options tailored to your needs, which can be further discussed. Once an agreement is reached, please provide the necessary details outlined in the **Payment details** section below. Payment can be facilitated through any of the options previously mentioned methods.

## RECRUITMENT CHARGES

If we have provided recruitment services to your organisation to place a new employee/learner, we will generate a Recruitment invoice accordingly. We are flexible with payment options and can tailor them to your needs. Upon agreement, please provide the necessary details outlined in the **Payment details** section below. Payment can be facilitated through any of the options previously mentioned methods.

**PAYMENT DETAILS:** In order for The Apprenticeship College to invoice the employer for the above various charges that may be applicable, the below details are required to be sent to us via email.

**Employer invoice address details**

**Company name**

**Company address**

**Company postcode**

**Finance email address**

**Employer contact email**

**Is a Purchase order number required:**

**YES/NO**



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