

End Point Assessment (EPA) Terms and Costs

Schedule 3

Contents

1. End-Point Assessment Fees.....	3
CIPD’s fees for End-Point Assessments.....	3
2. Resit/Retake Fees	3
Resit Fees	3
Retakes	3
3. Cancellations or Reschedules	4
Cancellation/Reschedule charges	4
4. Payments and Terms	4

1. End-Point Assessment Fees

All apprentices must take an independent assessment at the end of their training to confirm they have achieved occupational competence. Rigorous, robust and independent end-point assessment (EPA) is essential to give employers confidence that apprentices who have achieved an apprenticeship have the knowledge, skills and behaviours (KSBs) to enable them to perform the duties as set out in the occupational standard.

CIPD's fees for End-Point Assessments

Level 3 - HR Support	£810
Level 3 - L&D Practitioner	£1,080
Level 5 - HR Consultant Partner	£1,260
Level 5 - People Professional	£1,980*
Level 5 - L&D Consultant Business Partner	£1,260
Level 7 - Senior People Professional	£2,660

*This fee is indicative and will be finalised following an assessment trial

2. Resit/Retake Fees

If an apprentice fails one assessment, they will be offered the opportunity to resit the failed assessment. A resit does not require further learning and will not be offered as an opportunity to achieve a higher grade.

Resits are charged to the Training Provider / Employer and can therefore only be taken at the Training Provider / Employer's discretion.

Resit Fees

Level 3 HR Support	£250
Level 3 L&D Practitioner	£300
Level 5 HR Consultant Partner	£250
Level 5 People Professional	£350*
Level 5 L&D Consultant Business partner	£300
Level 7 Senior People Professional	£500

*This fee is indicative and will be finalised following an assessment trial

Retakes

A retake requires completion of the full EPA (both assessments again) following a period of further learning and development.

Retakes will be charged to the Training Provider / Employer and can therefore only be taken at the Training Provider / Employer's discretion, following consultation with the apprentice. They can only be taken after the CIPD and the Training Provider have agreed a timeline for the retake and the CIPD is in receipt of written agreement from the Training Provider / Employer to cover the cost. Retakes are charged at full EPA cost.

3. Cancellations or Reschedules

If an EPA is cancelled or rescheduled the following charges will apply.

- Cancellation - Request to cancel the existing booking with no future date provided
- Reschedule - Request to change an existing booking to an alternate date

Cancellation/Reschedule charges

- Before six weeks of assessment date: no charge
- Between six weeks and 22 days of assessment date: 25% charge of the EPA cost
- Within 21 days of assessment date: 50% charge of the EPA cost.

For further information please refer to the 'Cancellation Policy'

4. Payments and Terms

Terms of payment for the EPA are within 30 days from the date of the invoice.

An invoice for the full cost of the EPA will be issued when the apprentice's gateway is submitted to the CIPD.

An invoice for EPA cancellation or rescheduling will be issued once CIPD receive written notification.

All invoice(s) must be acknowledged, and any queries are to be confirmed in writing to the CIPD within 30 days from the date of the invoice. Please note any bank charges incurred must be paid by the Training Provider.

When making a payment via Bacs or bank transfer please quote the invoice number as a reference, so as not to delay the allocation of payment.

When paying by Bacs or bank transfer the details are:

Account name: CIPD

Account Number: 00549645

Sort Code: 30-99-66

Failure or delay in rendering payments to the CIPD may result in the termination of the contract. Please note the CIPD does not accept part payments for EPA.

This schedule will be updated periodically with each update superseding the previous schedule. CIPD fees are based on the funding bands determined by the institute for Apprenticeships and Technical Education (IfATE) and the cost of delivering the assessments and are subject to review/change. The Training Provider will be given reasonable notification of any changes to fees.

If you have any queries or questions, please email MyEPA@cipd.co.uk or call **020 8612 6238**.