



ITC First

**P29
End Point Assessment Fees Policy
2023 [2]**

September 2023

ITC First

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Website Access

For all policy statements and downloadable documents,

Upload to:

Ofqual Portal	SQA Accreditation SharePoint	ITC WebOffice Support Resources	ITC Public Webpage	ITC Server
x	x	✓	✓	✓

Fees Policy for the End Point Assessment of Apprenticeships

Effective from 1st September 2023

1. Introduction

The end point assessment of apprentices has several stages: initial registration, on ACE360, of the apprentice for the end point assessment; upload of required documents to the ACE360 system; completion of Gateway to enable the assessment to occur; and then assessment of each component required for completion of the apprenticeship standard. Prices are dependent upon the standard.

2. Fees

2.1 ACE360 Usage

A Training Provider/Employer must link with ITC using the ACE360 system to enable an apprentice to be registered for an End Point Assessment by ITC. To register the apprentice a token is required. ITC will purchase the token to be used for the registration of an apprentice. Once registered, access to ACE360 is available to enable a learner to upload documents to allow Gateway to be passed.

2.2 The End Point Assessment Fee

Each End Point Assessment requires a fee to be paid to the End Point Assessment Organisation (i.e. ITC). The fee has been calculated based upon the respective components of the standard under assessment. Resit/retake fees are proportionally lower as up-front costs have been met in the original fee.

Upon initial registration, a proportion of the End Point Assessment fee is required to be paid immediately, the balance to be paid when an apprentice passes Gateway and requests an End Point Assessment. ITC will also accept payment in full at the time of registration.

3. The Standards and Their Respective Fees

Standard	Reference	Assessment Components	Fee
ITC Level 3 Outdoor Activity Instructor	ST0479	Practical Test Professional Discussion	
Apprenticeship Fee Initial Registration Fee = £100 Balance at Gateway = £800			£900.00
Resit/Retake Fees		Practical Test Professional Discussion Both Components	£250.00 £150.00 £400.00

Standard	Reference	Assessment Components	Fee
ITC Level 5 Outdoor Learning Specialist	ST0945	Customer Proposal Report Observation Professional Discussion	
Apprenticeship Fee Initial Registration Fee = £200 Balance at Gateway = £1,800			£2,000.00
Resit/Retake Fees		Customer Proposal Report Observation Professional Discussion All Components	£250.00 £600.00 £250.00 £1,100.00

Clarification

1. The apprenticeship fee covers one attempt at each component of the end point assessment only.
2. No VAT is allowable on these fees.
3. An apprentice is not limited to the number of resits or retakes that they can take.
4. There are no additional fees for quality assurance activity.
5. The fee is inclusive of the cost of certification. ITC will claim the certificate on behalf of the apprentice.
6. If an apprentice/Training Provider/Employer wishes to appeal any decision made by an ITC End Point Assessor, the ITC Appeals Policy and its associated fees will apply.