Invoicing Policy

This policy sets out Innovate Awarding's approach to invoicing for our centres, suppliers and contractors.

Innovate Awarding publishes a breakdown of fees for its qualifications and end-point assessments, together with any other chargeable service, relating to its awarding activities in a way that is in sufficient detail to show transparency and allows the purchaser of qualifications to understand the costs incurred in a timely manner – downloadable from our website, www.innovateawarding.org

We commit to the following:

- Invoices are issued in a timely manner
- Invoices have sufficient clarity to enable centres to identify any costs invoiced
- The requirements of the policy is effectively communicated to managers and other appropriate individuals
- The policy is monitored and evaluated as part of the Innovate Awarding annual quality review, and
- Information is provided to purchasers of qualifications, or other awarding services, with information in sufficient detail regarding Innovate Awarding's fee structure – which is available on our website, www.innovateawarding.org

Procedure

Invoices are generated monthly and comply with UK HM Revenue and Customs (HMRC) guidance. All invoices clearly state that this is what they are with the word 'invoice'.

All invoices are consolidated into one and include the following:

- A unique identification number (which may or may not be the ULN)
- Innovate Awarding name, address and contact information and company registration number
- the name and address of the customer being invoiced
- A clear description of what is being charged – e.g., full qualification name and number
- The date of the Learner registration(s) or the date at which the goods/services were provided
- Batch or cohort number/description – if provided to us at the point of registration
- The date of the invoice (tax point date)
- The amount(s) being charged, including the total charge
- VAT amount if applicable
- The bank details of where the remittance is to be made
- Purchase order number (if required by the customer)
- Payment terms

Copyright © 2026
Innovate Awarding Ltd

Payment terms

All invoices are due for payment within 30 days, please note the following:

- All outstanding fees will be pursued to the legal conclusion as per the signed contract.
- If the non-payment of the invoice relates to registration on a qualification, we reserve the right to not process this registration.
- If the non-payment of the invoice relates to gateway on an end-point assessment, we reserve the right to stop future registrations and/or gateways.

Statements will be produced on a monthly basis for any balances outstanding. Duplicate invoices or statements will be provided on request, free

Copyright © 2026
Innovate Awarding Ltd