

CMI Awarding Body Invoice Policy – Ref: AB/POL/0011/Dec20/V05

History

Date	Amendments made
August 2019 V5	Insertion of 'History' and 'Distribution' sections Insertion of Regulatory Requirements section

Distribution

- All Quality Managers
- All Lead Moderators
- New Partner Relationship Manager
- Customer Service team
- Assessment and Support Coordinator
- HE Partnership Support Executive
- Digital Delivery
- Quality Auditor
- CMI Centres

Purpose

This policy sets out guidelines and procedures for invoicing.

Scope

This policy applies to CMI Awarding Body and CMI Centres, for the activities of:

- CMI marking service
- Moderation
- Registration of Learners for qualifications
- Centre approvals

Regulatory Requirements

This policy meets the regulatory requirements set out by the Ofqual/CCEA Regulation/Qualifications Wales General Conditions of Recognition (August 2018):

Condition F3 Invoicing

Invoicing purchasers

F3.1 An awarding organisation must –

- (a) ensure that its invoices in relation to the provision of qualifications are issued in a timely manner, and
- (b) provide a breakdown of its fees to a reasonable level of detail following a request from a purchaser.

The written invoicing policy

F3.2 An awarding organisation must establish, maintain, publish and comply with a written policy on invoicing.

F3.3 The policy must specify the processes to be followed by the awarding organisation in relation to the issue, payment and retention of invoices and the content of invoices.

Responsibilities

The CMI Centre will be responsible for the collection of registration and certification fees directly from the Learner and must forward all fees that have been collected directly to CMI within the required period. These fees are the property of CMI.

CMI will not accept direct payment of registration fees from Learners or from Satellite Sites. Only the Centre will be invoiced for Learner registration fees or CMI Marking fees.

- All invoices will be addressed to the Centre's named Programme Director or the designated person.
- When a Centre submits Learner work for CMI Marking and it has been processed, an invoice relating to the CMI Marking fee will be issued.
- CMI will endeavour to raise invoices **within 5 working days** of receipt of Learner work for CMI Marking. However, in times of high volume this may be longer. Payment is due immediately upon receipt of invoice. Failure to settle the invoice may result in the removal of a Centre's permissions to register any further Learners until the outstanding invoice(s) have been cleared.

Each year, CMI Centres are charged an Annual Approval fee. There are two different Annual Approval fees, depending on whether the Centre is a Fully Approved Centre or a Registered Centre.

An invoice for the Annual Approval fee will be raised after 1st September of each year or on the first anniversary of the Centre's approval. Payment is due immediately.

Issuing of Invoices

CMI will acknowledge receipt of a Learner's registration. The acknowledgement, in the form of an invoice, with an attached list of Learner's details, will be sent to the Centre within **5 working days** of processing of the Learner's registration.

Payment

Payment is due immediately upon receipt of a CMI invoice. Cheques are to be made payable to CMI. For BACS payment, please use the details provided on the invoice. CMI reserves the right to suspend Centres from Learner registration if a Centre fails to pay Learner registration or Centre fees.

Retention of invoices

CMI will retain all invoices for a period of six years which satisfies statutory requirements.

Content of invoices

CMI invoices will contain the following information:-

- CMI Centre name
- CMI Centre address
- CMI invoice number
- CMI Centre number
- The date the invoice was raised
- CMI VAT number
- Purchase Order Number*
- Description/Summary
- A sub total
- VAT
- Amount due
- CMI bank details
- Full breakdown of Learner details (Learner number, title, first name and surname)

* For registrations and approvals, if the Centre requires a Purchase Order number, this should be entered on the HUB when registering Learners as per the HUB guidance. This will ensure the PO number is printed on the Learner registration invoice.

On the Marking service submission form there is a free text box. If a Centre wants a PO number, this should be stated in this box.