

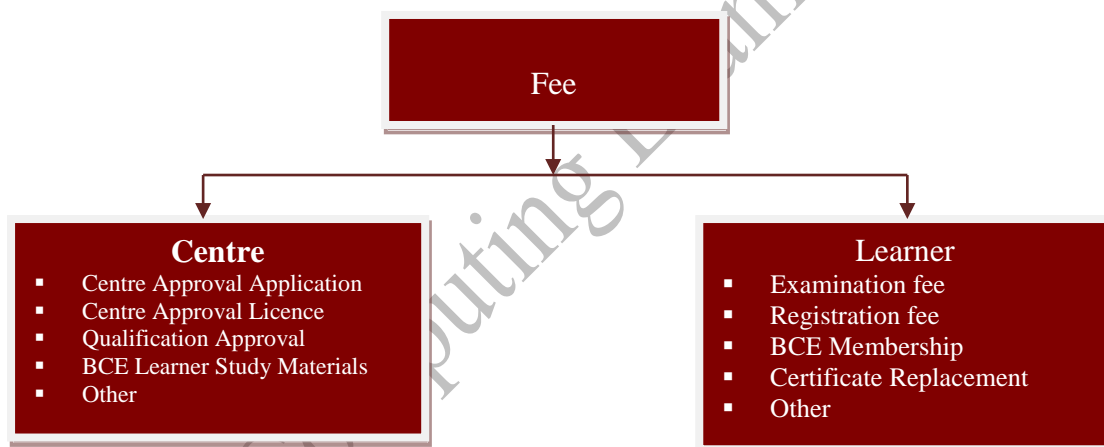


Business & Computing Examinations (BCE) LONDON (UK)

Invoicing Policy

Policy No.:	P014
Date of issue:	October 2011, revised September 2020
Status:	Approved
Responsibility for policy:	Administration
Responsibility for implementation:	Office Manager / Programme Development Manager

Invoicing Framework



Our Principle: BCE is committed to being transparent in the fee it charges Centres and Learners/Candidates:

We consider the table below to represent best practice, we outline each fee we charge, what it means, when the fee will be reviewed and the notice period given where applicable.

Type of Fee	Fee to pay	Status	Who pays this fee	What is this fee for?	When will it be reviewed
Centre Approval Application	£100 for UK Centres. £50 or \$100 for International Centres	Compulsory	Centre	This fee is charged to all Centres who apply for Centre Accreditation.	This fee is reviewed every year.
Centre Approval Licence	£150 for UK Centres. US\$150 for International Centres.	Compulsory	Centre	This fee is charged to Centres approved to offer BCE qualifications for the first time and also when ever Centre Approval is renewed.	This fee is reviewed every year.
Qualification Approval	£25 per qualification for UK Centres. \$50 per qualification for International Centres.	Compulsory	Centre	This fee is charged to Centres that have been successfully approved to offer BCE qualifications they applied for. This fee allow centres to offer specific BCE qualifications and covers the annual monitoring we conduct in support of the management of assessment of these qualifications.	This fee is reviewed every year. Existing centres will be given a six months' notice if qualification approval fee is increased.
Centre Supervision Visit	£150 for UK Centres. \$300 for International Centres.	Compulsory	Centre	BCE has a delegated responsibility for assessing and enforcing compliance on Centres; hence has an obligation to conduct Centre Visits.	This fee is reviewed every year. Existing centres will be given a six months' notice if Centre Supervision Visit fee is increased.
Centre Appeal	£500	Optional	Centre	Very rarely BCE will need to take action against a Centre except where an incident of Malpractice has been established or centre fail to email monthly learner records. Centres will always be given the right to appeal against these actions using the Centre Appeals Form downloadable from BCE website.	This fee is reviewed every year. Existing centres will be given six months' notice if Centre Appeal fee is increased.
Centre Induction Training	£50 for UK Centres. \$100 for International Centres.	Mandatory	Centre	This is a 1-day training seminar on BCE Responsibilities and Centre supervision, responsibilities, facilities and learning resources. At the same time Centre Manager staff will be briefed on BCE operations (Qualifications, Assessment, Centre Compliant Requirements and Examination Regulations).	This fee is reviewed every year. Existing centres will be given six months' notice of any changes to Centre Visit Induction Training fees.
Awareness of BCE Business & Computing Qualifications Training	£100 for UK Centres. US\$150 for International Centres.	Mandatory	Centre	This is a 2-day training seminar on awareness of the BCE Business and Computing qualifications. The aim is to enable Centres understand BCE Qualification strategy / BCE Assessment strategy Centres will also be enlightened on Occupational Outlook for each qualification.	This fee is reviewed every year. Existing centres will be given six months' notice of any changes to exiting training fees.
Regulatory and Accreditation Compliance Training	£100 for UK Centres. US\$150 for International Centres.	Mandatory	Centre	This is a 2-day training seminar enlightening Centres on Approval Process and Requirements (what BCE expects from Centres) and BCE supervision activities. Centres are taught on the importance of compliance and regulator requirements.	This fee is reviewed every year. Existing centres will be given six months' notice of any changes to Regulatory and Accreditation Compliance Training fees.

Type of Fee	Fee to pay	Status	Who pays this fee	What is this fee for?	When will it be reviewed
Policies & Procedures Management Training	£250 for UK Centres. US\$250 for International Centres.	Mandatory	Centre	This is a 5-day training seminar highlighting the importance of documenting standard operating procedures and processes. BCE provide qualifications and assessment to large and varied groups, including educational institutions and corporates. Policies and procedures assist organisations in maintaining quality control, quality assurance processes and ensure compliance with regulations.	This fee is reviewed every year. Existing centres will be given six months' notice of any changes to Policies and Procedures Training fees.
Organisational Perspectives Training	£250 for UK Centres. US\$250 for International Centres.	Mandatory	Centre	This is a 5-day training seminar aimed at Centres of all shapes and sizes; from entrepreneurs to multinationals. Despite the size of an organisation; the goals are basically the same namely: <ul style="list-style-type: none"> ▪ managing financial resources ▪ customer management ▪ internal efficiency and effectiveness ▪ innovation, learning and growth 	This fee is reviewed every year. Existing centres will be given six months' notice of any changes to Organisational Perspectives Training fees.
Cancellation Fee of Mandatory or Other Centre Training Seminars	£50 for UK Centres. US\$100 for International Centres.	Optional	Centre	If a Centre cancels a monitoring or required training visit, within five days of the scheduled date of training seminar, we will charge a flat rate of £50 or \$100.	This fee is reviewed every year. Existing centres will be given six months' notice of any changes to cancellation fees.
Requested training activity	£150 for UK Centres. US\$100 for International Centres.	Optional service	Centre	Where BCE approved centres would value us providing a full day's training activity (outside of the normal schedule of training activity)	This fee is reviewed every year. Centres will be given a six months' notice of any changes to fees in this area.
Additional monitoring activity	£150 for UK Centres. US\$100 for International Centres.	Optional service	Centre	Where centres fail to comply with BCE conditions or incident(s) of malpractice/maladministration established; BCE reserves the right to charge the centre for additional monitoring activities.	This fee is reviewed every year. Centres will be given a six months' notice of any changes to fees in this area.
Requested training and development	£50 per delegate for UK Centres and US\$100 per delegate for International Centres.	Optional service	Centre	Where BCE approved centres would value us providing a full day's training and development support.	Fees charged for training days will vary depending on the nature of the training. The latest fees will be available on the BCE website.
Failing to use Candidate Examination Registration Forms or inconsistent learner details penalty	£50 per learner	Optional	Centre	Failing to use Candidate Examination Registration Forms when updating Candidate Examination Number Request spreadsheet. Centres that sent inconsistent learner details, including learner name spellings, will be charged. Learner completed Candidate Examination Registration Form <i>names</i> and <i>numbers</i> should tally with the Candidate Examination Number Request list.	This fee is reviewed every year
Breach of Assessment Security Penalty	£2,000	Optional	Centre	Breach of assessment security or distribution of confidential assessment question papers.	This fee is reviewed every year

Type of Fee	Fee to pay	Status	Who pays this fee	What is this fee for?	When will it be reviewed
Centre Registers Penalty	£500	Optional	Centre	Centres which fail to email learner registers each month or submit inconsistent learner details (differences in monthly registers and Candidate Examination Number Request). This charge is applied each quarter per each learner.	This fee is reviewed every year
Losing Assessment Materials Penalty	£500	Optional	Centre	Centres which lose BCE assessment materials	This fee is reviewed every year
Learner Record Keeping Penalty	£500	Optional	Centre	Centres which fail to maintain internal assessment records	This fee is reviewed every year
Candidates sitting exams without paying Penalty	£500	Optional	Centre	Allowing learner(s) to sit for BCE assessment when the learner has not paid BCE Examination Fee.	This fee is reviewed every year
BCE Training – for Approved Centres	SEE ABOVE	Compulsory	Centre	BCE organises a range of annual training events, focused on promoting good practice in areas such as quality assurance, invigilation, organisational perspectives, professional qualifications, regulatory & accreditation compliance and managing equalities in the delivery of BCE qualifications.	Fees charged for training days will vary depending on the nature of the training. The latest fees will be available on the BCE website.
Question Papers	Free	NA		Centres are required to collect assessment question papers when learners finish an exam. Centres will then use these questions to create a databank which will help learners in their revisions and exam preparation.	On-going commitment
Specification/Syllabus	Free	NA		Detailed specifications for all our qualifications are freely downloadable from the BCE Website	On-going commitment
All in one Learner Study Manuals Fee <ul style="list-style-type: none"> • Cert. Level 3/4 £15 or US\$30 per unit • Dip. Level 5 £20 or US\$40 per unit • Adv Dip. Level 6 £30 or US\$60 per unit <i>[Manuals provided in Soft copies]</i>		Optional	Centre / Learner	This fee covers the cost of designing, printing and shipping manuals.	Our Learner Study Manual fee is reviewed regularly to reflect shipping company charges.
All in one Examination Fee	Depending on Level and Qualification.	Compulsory	Learner	This fee covers the cost of us managing examinations and ensuring examinations are marked fairly and accurately. This fee also includes the costs of issuing learners with a unique result slip and certificate.	Our qualification fees are reviewed once a year and we will also commit to six months' notice for centres and learners if fees are going to be increased.
Learner Registration /Syllabus Fee	£35 (UK learners) US\$25 (Rest of the World)	Compulsory	Learner	This fee is the cost of learner registering with us for a particular qualification. This fee will be collected by the centre on the same day a learner registers for a course and then paid to BCE before each April, August and December assessment window.	Our registration fees will be reviewed annually. Any changes to registration fees will be announced 6 months in advance.
Re-sit Fee (except Project Management)	£50 per unit/subject	Compulsory	Learner	This fee covers the cost of re-sitting each qualification unit or coursework.	Our resit fees will be reviewed annually.

Type of Fee	Fee to pay	Status	Who pays this fee	What is this fee for?	When will it be reviewed
Failure to email within required time limit the list of candidates who paid to sit for examinations penalty	£100	Optional	Centre	This is a penalty fee for not emailing within required time frame candidates who paid their examination fees.	This penalty fee will be reviewed annually.
Certificate, Diploma, Adv. Diploma or Exam Result Slip Replacement Fee (each)	Replacement fee £50. Postage charges for UK. £15, International £45.	Compulsory	Learner	This fee covers the cost of reproducing a replacement certificate in the event that learner original certificate/result slip is lost or damaged. All replacement certificates/slips will be clearly labelled "Replacement". Learners are responsible for courier charges.	Our certificate/result slip replacement fees will be reviewed annually
Compliance with Enforcement Actions	Centre monitoring costs	Optional	Centre	The fee varies and covers the cost of visiting, monitoring and evaluation activities.	This fee will be reviewed annually.
Employment agencies verification charges	£15 per each verification request or £65 annual membership fee	Optional	Employment Agency	BCE charges £15 per each verification for employment agencies who request 2 or more candidate credential verifications each year. Charge for annual membership is £65 for unlimited requests.	This fee is reviewed annually.
BCE Membership					
Associate (ABCE)	£40 registration then yearly subscription of £20	Optional service	Learner	On successful completion of the Level 5 Diploma, learners can apply to become Associates.	Our membership fees are reviewed annually. Any changes to membership fees will be highlighted on our website –and a six month notice period will be given.
Member (MBCE)	£50 registration then a yearly subscription of £30	Optional service	Learner	On successful completion of the Level 6 Diploma, learners can apply to become Member. 1 year experience in a senior position or holders of other professional qualifications can also apply to be Member.	
Fellow (FBCE)	£60 registration then a yearly subscription of £40	Optional service	Learner	A minimum of three years experience in Business or Computing field or a relevant degree is required for Fellowship application.	

Equality of Information

BCE is committed to providing clear, accurate, reliable and accessible information to BCE Centres and learners on all aspects of equality of information.

1. **Qualification Information:** We ensure precise and up-to-date information is provided on all BCE qualifications through the BCE website, accreditation handbook and information sent to centres.

- ➔ We provide clear information on the content (intended learning outcomes, assessment criteria), structure and length (guided learning hours) of our qualifications. This information outlines the knowledge and skills developed in each qualification, the time commitment required and also the relevant occupational opportunities.
- ➔ We provide clear information on how our qualifications are assessed and graded, when and how results will be issued and how the qualification will be certificated.
- ➔ We provide clear information on what the qualification will lead to, the credit value of both qualifications and units; level of our qualifications and the accredited status of our qualifications.

2. **Cost Information:** We ensure clear and up-to-date information is provided on the cost of our qualifications and the supporting services offered, including BCE Learner Study Manuals.

- ➔ We are committed to complete transparency with regard to our pricing policy, and ensure centres are fully informed about the various aspects of the cost such that we leave nothing that could be seen as 'hidden costs' in our price information. We clearly highlight centre and learner registration fee, centre training, learner study manuals and examination fees.
- ➔ When fees change, we notify all centres six months in advance and take effect on 1st January.
- ➔ All BCE Centre training fee are low to ensure full centre staff participation, as financial constraints might hinder them.
- ➔ We highlight any additional charges payable by learners, for example; if learner requests Certificate or Exam Result Replacement.
- ➔ BCE does not refund any fee. For learners who fail to sit for BCE Examinations due to injury or bereavement, see Reasonable Adjustment and Special Consideration Policy on BCE website.

3. **Understanding the qualifications system:** in clear and accessible terms we describe the nature of our qualifications and explain the significance of centre approval and of the different BCE qualification levels, including guided learning hours. The unit aim is fully explained, including the pre-requisite and core-requisite requirements. Specification content specifying Intended Learning Outcomes and Assessment Criteria is available and accessible to all.

4. **Other important helpful information:** We also provide helpful information to Centres on:
 - Supporting Robust and Fair Assessment
 - Teaching and Learning Strategy
 - Designing Plan of Work
 - Acceptable Learning Resources & Learning Environment
 - Class Visit Report
 - Centre Complaints Management
 - BCE Assessment Procedures
 - Approved Centre Management Principles

5. **Improving our services:** BCE has an End-of-Programme Questionnaire for learners. Centres are required to submit an Annual Report which help us take note on how we can improve our qualifications and services.

Business & Computing Examinations (BCE)