



PRICING & INVOICING POLICY

Issue Number	Effective Date	Amendments	Reason for Amendments
4	02 May 2018	Several amendments throughout the policy.	Internal review to keep relevant.



INTRODUCTION

IMI charges fall into five main categories:

- annual centre fees (to achieve and maintain approved centre status),
- candidate fees (registration and certification),
- apprenticeship standards (end point assessment services),
- eLearning MOT annual training and assessment and
- membership fees.

All prices for existing products and services are determined prior to the IMI's financial year (April – March) and are published as fixed fees for the year on the [IMI website](#). The prices of any new products and/or services developed during the financial year will be agreed at the appropriate time and published accordingly.

Price discounts are rare and relevant to specific customer agreements that are agreed on case by case basis.

All invoices for IMI products and services are issued in a timely manner and will include IMI details, customer details, IMI payment terms and payment details as well as information on the candidate or centres fees being charged (see below), and comply with the current UK tax regime.

Invoices will be retained electronically for a minimum period of 6 years.

CENTRE FEES AND INVOICES (UK & INTERNATIONAL)

IMI charge prospective centres a non-refundable initial application fee which is payable upon application.

Centres must also pay an annual fee upon approval and each year thereafter. Centres approved to offer Accreditations / MOT qualifications / Apprenticeship Standards / Functional Skills / IRTEC are charged an additional application and annual fee. There are no additional fees for centre re-approval.

Centres seeking IMI Quality Assured Programme (QAP) approval for their programmes will be charged a fee for each programme submitted. If any changes are made to a QAP that require re-approval then a subsequent fee may be charged.

Centres seeking approval for a Centre Devised Assessment will be charged a fee for each application submitted. If any changes are made to a Centre Devised Assessment that require re-approval then a subsequent fee may be charged.

Centres that have separate delivery sites (known as satellite centres) are also charged an additional annual fee for each centre listed on centres hub.

IMI has a 'minimum spend' requirement of £1,000 per year. When a centre's annual fee is due, the amount the centre has spent with the IMI during the previous year will be calculated. Should this amount fall below £1,000, the centre will be charged the balance along with their annual fee for the forthcoming year.



Fees may also be charged for cancelled or additional external quality assurer monitoring visits as defined in the IMI Operating Manual for approved centres.

Invoices are issued with the acknowledgement to the application(s), normally within 5 working days from receipt of the application(s). Each invoice specifies clearly the nature of the fees being charged.

Invoices for annual fees will be issued in the month prior to the fee being due and will include details of the period covered and product/service being charged for.

CANDIDATE

QUALIFICATION FEES AND INVOICES (UK & INTERNATIONAL)

Charges for candidate registration and certification are published on the IMI website and remain constant for the financial year.

Packages are available to all centres and are published on the IMI website, although all qualifications are available separately from any other IMI products and services determined at the time of purchase.

Invoices for qualifications registrations are issued one week in arrears unless agreements are in place with specific customers to receive monthly invoices.

Invoices for qualifications contain details of the qualifications and number of candidates. They are accompanied by a report (printout) which shows full candidate registration details, incl. full name, against each qualification registered and/or certificate issued.

ACCREDITATION FEES AND INVOICES

Accreditation fees comprise charges for candidate registration and certification. These fees are published on the IMI website and remain constant for the financial year.

Invoices for accreditations are issued within five working days of a candidate registration or certificate request, unless agreements are in place with specific customers to receive monthly invoices.

Invoices for accreditations contain details of the accreditations and number of candidates. They are accompanied by a report (printout) which shows full candidate registration details, incl. full name, against each accreditation registered and/or certificate issued.

QUALITY ASSURED PROGRAMMES (QAP) FEES AND INVOICES

QAP fees comprise charges for candidate registration and certification. These fees are based on the numbers of candidates registered. The centre is notified of the fee for each QAP when approval is confirmed. The fee is based on predicted numbers of candidates, and may be increased should the centre fail to meet the predicted number of registrations (volume discount for 50+ registration).

Invoices for QAPs contain details of the qualifications and number of candidates. They are accompanied by a report (printout) which shows full candidate details against each qualification registered and/or certificate issued.



APPRENTICESHIP STANDARDS FEES AND INVOICES

Apprenticeship standard fees comprise charges for candidate registration and End Point Assessment services. These fees are published on the IMI website. Prices will vary dependant on the assessment plan and may need to be amended if a substantial change to an assessment plan is made. This is also covered in the Apprenticeship Standard contract.

Invoices for Apprenticeship Standards contain details of the package and number of candidates. They are accompanied by a report (printout) which shows full candidate details against each package registered.

ELEARNING MOT ANNUAL TRAINING & ASSESSMENT

eLearning services are available for the MOT annual training and assessment by which codes are purchased so that the UK's authorised MOT testers can gain access to our eLearning platform to undertake an online test.

eLearning fees are posted on the IMI website. Where discounts are agreed for specific customers due to volume of business, these will be agreed in writing following approval by the Business Development Manager.

eLearning can be purchased either upfront, pay as you go or click and pay.

MEMBERSHIP FEES

Members are charged an annual fee on the 1st April depending upon the type of membership they hold, available on the IMI website. In the first year this is apportioned depending upon when the member joins the IMI. Individual members who pay their own fees are sent a reminder before April and they can either pay online or contact the IMI Membership Department to pay over the phone.

If they have paid via the Membership Department they are automatically sent a receipt. Online payees must request a receipt from the Membership Department during purchase. Employers who pay the IMI membership on behalf of their employees receive an invoice and pay it on their member's behalf.

TERMS AND CONDITIONS

IMI standard payment terms are 30 days from an invoice date unless there is other contractual arrangement in place that supersedes standard payment terms. Failure to comply with all IMI terms and conditions may result in delays in registrations and certificate claims being processed.

Overdue invoices over 30 days will result in contact by IMI and agreement of a payment date. Failure to meet an agreed deadline will result in activity being suspended, application of sanctions preventing further IMI products and services being purchased.