



End-Point Assessment

Prices and additional charges policy

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Assessment with integrity

AIM is the only End-Point Assessment Organisation (EPAO) to specialise in creative, and cultural apprenticeship standards as well as offering a range of professional services standards. Our assessors are immersed in their specialist subject areas and have careers, expert knowledge and understanding of the industry context directly related to the standard they assess. You can be assured that we understand your business.

Approach to setting fees

We do not offer a one-price fits all: Each standard is costed on its own merits and is directly related to the requirements of the assessment plan. We use the apprenticeship standard and assessment plan to determine the assessment components required, with full consideration to deliverability and affordability.

Eligible costs are costs:

- associated with the administration, registration and examination of EPA as set out in the standard(s), and their assessment plan(s)
- associated with providing guidance and support and the materials (non-capital items) used in the delivery of EPA (equipment or supplies necessary to enable the assessment to take place)
- associated with ensuring trained staff and appropriate premises are available to deliver EPA
- associated with the development and maintenance of assessment instruments and tools
- to support any special arrangements put in place to ensure any apprentices with special educational needs or disabilities etc
- to ensure that an apprentice with a temporary or permanent debilitating condition can fairly access EPA associated with any further assessment (for instance retakes or resits)
- associated with ensuring consistent and robust internal quality assurance (for instance moderation and standardisation of assessment instruments and tools, assessors and assessment decisions)
- including any EQA charges

Prices are published on the [AIM Group website](#) and will be reviewed annually. Any changes will be communicated to providers in advance should there be a change.

How it works

What's included in our fee:

- occupational expert assessors
- occupationally knowledgeable Internal Quality Assurers (IQA)
- invigilators
- assessor and IQA attendance at an awarding meetings and standardisation activities
- costs of developing, maintaining and updating the assessment materials, using industry experts
- administration and coordination of the entire process including External Quality Assurers (EQA) fees and/or associated costs
- a contribution to running our business so that this work is sustainable

Where the assessment methodology of a standard enables us to do so, our standard fees are based on **remote delivery**.

Re-sits/re-takes

Apprentices who fail one or more end-point assessment method will have the opportunity to re-sit or re-take the assessment as determined by the individual assessment plan.

What is a re-sit?

A re-sit involves the apprentice sitting one or more failed components of EPA again, without the need to undertake further training. Re-sits can only be taken where an assessment has been failed, and not to increase the grade (for example from a Pass to a Distinction).

What is a re-take?

A re-take involves the apprentice having to undergo further learning before taking the assessment again. Feedback from the initial EPA results should be used by the employer and training provider to develop a supportive action plan, identifying areas of weakness and a training plan to address these. The action plan should clearly state the nature and extent of the re-training and include the estimated time to prepare the apprentice for the re-take. The timescales will be agreed with AIM.

Some assessment plans state that if more than one element of EPA is failed, the apprentice must undergo a re-take rather than a re-sit. See the relevant assessment plan for any specific criteria set.

The requirement varies between different assessment plans, but the decision is usually left to the employer to decide whether their apprentice should re-sit or re-take their end point assessment.

Who pays for end-point assessment re-sits?

It is the employer's decision as to whether an apprentice re-sits or re-takes their end-point assessment, and the employer is responsible for the cost of these.

Apprentices cannot be asked to pay for costs of training, assessment, re-sits or re-takes. Should an apprentice need to re-sit any element of the EPA, we will only charge the direct costs of any resits.

A re-take of all assessments in the EPA will be charged at the full EPA fee. [Please see our fees on page 6 onwards](#). We understand that there are often specific circumstances that may result in a need to re-sit or re-take and are happy to discuss our fees with the apprentice's employer accordingly.

Cancelling or rescheduling an assessment

Cancellation fees will apply if an apprentice is withdrawn from the assessment, three-months prior to Gateway the charge for this is **£50**. If an apprentice is withdrawn or a reschedule is required within 48 hours of the assessment date the employer will be charged **£150**.

Rescheduling

- At least 30 days before the date of assessment: **no charge**
- Less than 30 days before the date of assessment: **we will charge the employer £50**
- Less than 48 hours before the date of assessment: **we will charge the employer £150**

Cancellation

- At least 30 days before the date of assessment: **full refund**
- Less than 30 days before the date of assessment: **we will charge the employer £50**
- Less than 48 hours before the date of assessment: **we will charge the employer £150**
- We will charge the direct costs of delivering any rescheduled assessment

Invoicing process

Once we are instructed by a training provider or an employer we will invoice for the full fee at the Gateway point.

Enquiries and appeals

Please refer to our [Enquiries and Appeals Policy](#) for full details of the process; our fees are listed below.

- Performance report: **no charge**
- Re-mark: we will charge the employer the fee listed in the below table for the relevant Standard
- Appeals: we will charge the employer **£250**

If the outcome of remark results in a grade increase or the appeal is upheld, the fee will be waived and a refund issued.

Payment terms

All invoices are payable within 30 days of invoice date. Statements will be issued where payments fall overdue. We reserve the right to withhold services for non-payment of invoices. We will only apply to the Education and Skills Funding Agency (ESFA) for certification once our fees are paid in full.

Payment details

All payment details are contained within the invoice template. Our preferred payment method is BACs or online bank transfer. Payment by debit/credit card.

Retention of invoices and data protection

We will retain invoices and supporting documentation for six years from the end of the financial period. We will comply with requirements of data protection legislation in relation to all personal or sensitive data. The data collected from customers will only be used for the purpose for which it was collected, we will not disclose information as to do so would breach a duty of confidentiality or any other legal duty.

Regulatory authorities

The relevant regulatory authorities are the Education and Skills Funding Agency (ESFA), Department for Education (DfE), the Institute for Apprenticeships and Technical Education (IFATE) and Ofqual. Every attempt has been made to ensure that the provisions of this document are consistent with the conditions of being on the Apprenticeship Providers and Assessment Register (APAR). Where the requirements change, or where this policy inadvertently conflicts with those conditions, the latter shall apply. Where the requirements of the conditions are amended and require changes to this document, such changes will be made.

Pricing

We have taken great care to price each standard so that it is appropriate to the skill and resource levels required to deliver the assessment in a professional and industry-relevant manner.

Standard	Fee per apprentice	Assessment method	Standard delivery method	Partial re-sit/ re-submission fee		Remark of original as part of appeal process
				Remote	Face-to-face	
Advertising and Media Executive	£1600	project/pitch, presentation, and questioning	Face-to-face OR remote (if on a different day to the observation)	£370	N/A	£300
		Practical observation and professional discussion	Face-to-face	£430	£580	£300
Assistant Recording Technician	£1600	Project report, presentation and questioning	Remote	£420	N/A	£370
		Professional discussion	Remote	£370	N/A	£290
Audio Visual Technician	£1800 OR if remote £1600	Scenario test with questioning	Face-to-face OR remote	£400	£570	£380
		Professional discussion	Remote	£390	N/A	£300
Broadcast and Media Systems Technical Operator	£1800	Observation	Face-to-face	N/A	£590	£340
		Professional discussion	Face-to-face OR remote (if on a different day)	£360	N/A	£260

Standard	Fee per apprentice	Assessment method	Standard delivery method	Partial re-sit/ re-submission fee		Remark of original as part of appeal process
				Remote	Face-to-face	
Broadcast and Media Systems Technician	£1800	Project, presentation and questioning	Remote	£450	N/A	£380
		Knowledge test	Remote	£60	N/A	N/A
		Portfolio and professional discussion	Remote	£380	N/A	£300
Broadcast Production Assistant	£1800	Research project	Remote	£350	N/A	£270
		Set test	Remote	£250	N/A	£220
		Professional discussion	Remote	£320	N/A	£280
Business Administrator	£750	Knowledge test	Remote	£60	N/A	N/A
		Portfolio based interview	Remote	£370	N/A	£250
		Project presentation	Remote	£340	N/A	£280
Camera Prep Technician	£1800	Multiple choice test	Remote	£60	N/A	N/A
		Practical observation	Face-to-face	N/A	£520	£330
		Work log and professional discussion	Face-to-face OR remote (if on a different day to the observation)	£400	N/A	£300
Coaching Professional	£1000	Workplace observation	Remote	£330	£490	£300
		Interview	Remote	£380	N/A	£290
		Knowledge test	Remote	£60	N/A	N/A
Content Creator	£1500	Project with presentation and questioning	Remote	£370	N/A	£290
		Professional discussion	Remote	£380	N/A	£290

Standard	Fee per apprentice	Assessment method	Standard delivery method	Partial re-sit/ re-submission fee		Remark of original as part of appeal process
				Remote	Face-to-face	
Creative Industries Production Manager	£1600	Project, presentation and questioning	Remote	£450	N/A	£370
		Portfolio and professional discussion	Remote	£390	N/A	£300
Cultural Learning & Participation Officer	£1600	Practical observation	Face-to-face	N/A	£540	£350
		Professional discussion	Face-to-face OR remote (if on a different day to the observation)	£430	N/A	£330
Curator	£2400	Professional discussion underpinned by portfolio	Remote	£420	N/A	£330
		Exhibition project and written report	Face-to-face OR remote	£460	£620	£410
Data Technician	£1400	Scenario demonstrations with questioning	Face-to-face	£520	£360	£330
		Professional discussion	Face-to-face OR remote	£340	N/A	£290
Digital Community Manager	£1800	Scenario test	Face-to-face	N/A	£480	£290
		Portfolio and professional discussion	Face-to-face OR remote (if on a different day to the scenario test)	£380	N/A	£290
Event Assistant	£995	Project/portfolio/presentation/professional discussion	Remote	£320	N/A	£570
Fundraiser	£1600	Case for support pitch, presentation and Q&A	Remote	£430	N/A	£350
		Professional discussion	Remote	£390	N/A	£290

Standard	Fee per apprentice	Assessment method	Standard delivery method	Partial re-sit/ re-submission fee		Remark of original as part of appeal process
				Remote	Face-to-face	
Game Programmer	£2500	Project, presentation and questioning	Remote	£450	N/A	£350
		Professional discussion	Remote	£350	N/A	£300
Junior Advertising Creative	£1200	Project, presentation and questioning	Remote	£400	N/A	£330
		Portfolio and professional discussion	Remote	£380	N/A	£290
Junior Animator	£1800	Animation project and presentation	Remote	£390	N/A	£310
		Professional discussion	Remote	£380	N/A	£290
Junior Content Producer	£1650	Workplace observation	Face-to-face	£450	£610	£380
		Set test	Remote	£280	N/A	£250
		Professional discussion	Remote	£370	N/A	£290
Junior VFX Artist (Generalist)	£1400	VFX Project with presentation and supplementary questioning	Remote	£460	N/A	£330
		Portfolio and professional discussion	Remote	£370	N/A	£290
Live Event Technician	£1800	Observation with questioning	Face-to-face	N/A	£580	£390
		Interview	Face-to-face OR remote (if on a different day to the observation)	£400	N/A	£300
Media Production Co-ordinator	£1600	Project, presentation and questioning	Remote	£430	N/A	£350
		Portfolio and professional discussion	Remote	£400	N/A	N/A

Standard	Fee per apprentice	Assessment method	Standard delivery method	Partial re-sit/ re-submission fee		Remark of original as part of appeal process
				Remote	Face-to-face	
Photographic Assistant	£1400	Multiple choice question test	Remote	£60	N/A	N/A
		Workplace observation	Face-to-face	N/A	£480	£300
		Professional discussion	Face-to-face OR remote (if on a different day to the observation)	£370	N/A	£290
Post-Production Technical Operator	£1800	Knowledge test	Remote	£60	N/A	N/A
		Practical demonstration	Face-to-face	N/A	£470	£280
		Portfolio and professional discussion	Face-to-face OR remote (if on a different day to the practical demonstration)	£370	N/A	£290
PR and Communications Assistant	£1700	Project, presentation and questioning	Remote	£560	N/A	£350
		Knowledge test	Remote	£60	N/A	N/A
Production Assistant	£1600	Scenario presentation and questioning	Remote	£400	N/A	£350
		Professional discussion	Remote	£370	N/A	£290
Publishing Assistant	£1200	Project and Presentation	Remote	£430	N/A	£350
		Professional discussion	Remote	£430	N/A	£330
VFX: Assistant Technical Director	£1800	Portfolio	Remote	£400	N/A	£380
		Knowledge test	Remote	£310	N/A	£290
		Synoptic activity	Remote	£400	N/A	£270
		Interview	Remote	£300	N/A	£250



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