



End-Point Assessment

Prices and additional charges policy

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Assessment with integrity

AIM is an End-Point Assessment Organisation (EPAO) that specialises 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 and associated fees.

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.

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 Apprenticeship Assessment Service, Department for Education (DfE), Skills England, 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	Level	Fee per apprentice
Advertising Creative	6	£2000
Advertising and Media Executive	3	£1600
Assistant Recording Technician	4	£1600
Associate Project Manager	4	£1000
Audiovisual Technician	5	Face to face £1800 Remote £1600
Business Administrator	3	£750
Broadcast and Media Systems Technical Operator	3	£1800
Broadcast and Media System Technician	5	£1800
Camera Prep Technician	3	£1800
Coaching Professional	5	£1000
Content Creator	3	£1500
Creative Industries Production Manager	7	£1600
Creative Industries production Technician	3	£1800
Cultural Learning Participation Officer	3	£1600
Curator	7	£2400
Data Technician	3	£1400
Digital Community Manager	4	£1800
Digital Forensic Technician	4	£2000
Digital Learning Designer	5	£2000

Standard	Level	Fee per apprentice
Event Assistant	3	£995
Fundraiser	3	£1600
Junior Advertising Creative	3	£1200
Junior Animator	4	£1800
Junior Production Co-Ordinator	4	£1600
Junior Visual Effects - VFX Artist or Assistant Technical Director - ATD	4	£1800
Live Event Technician	3	£1800
Multi-Channel Marketer	3	£1400
Media production Co-Ordinator	3	£1600
Operations/Departmental Manager	5	£950
Photographer	4	£1500
Photographic Assistant	3	£1400
Post Production Technical Operator	5	£1800
Public Relations & Communication Assistant	4	£1700
Public Relations & Communication Assistant V1.1	4	£1700
Production Assistant (screen & audio)	3	£1600
Publishing Assistant	4	£1200
Publishing Professional	4	£1400
Registrar (creative & cultural)	6	£2200
VFX Supervisor	7	£2500

Re-sit & Remark fees

Standard	Assessment Method	Re-Sit	Remark
Level 6 Advertising Creative	Project report, presentation & questioning	£340	£310
	Professional Discussion	£390	£300
Level 3 Advertising and Media Executive	Project showcase	£370	£300
	Practical Observation & Professional Discussion	Face to face £580 Remote £430	£300
Level 4 Associate Project Manager	Project, presentation & questioning	£440	£370
	Professional Discussion	£380	£290

Standard	Assessment Method	Re-Sit	Remark
Level 4 Assistant Recording Technician	Project report, presentation & questions	£420	£370
	Professional Discussion	£370	£290
Level 5 Audiovisual Technician	Scenario Test	Face to face £570 Remote £400	£380
	Professional Discussion	£390	£300
Level 3 Business Administrator	Knowledge Test	£60	N/A
	Interview	£370	£250
Level 3 Broadcast and Media Systems Technical Operator	Project Presentation	£340	£280
	Workplace Observation	£590	£340
Level 5 Broadcast and Media Systems Technician	Professional Discussion	£360	£260
	Knowledge Test	£60	N/A
Level 3 Camera Prep Technician	Project, Presentation & Questioning	£450	£380
	Professional Discussion	£380	£300
Level 5 Coaching Professional	Multiple-Choice Test	£60	N/A
	Practical Observation	£370	£330
Level 3 Content Creator	Work Log & Professional Discussion	£400	£300
	Knowledge Test	£60	N/A
Level 5 Creative Industries Production Manager	Workplace Observation	£490	£190
	Interview	£380	£290
Level 3 Creative Industries Production Technician	Project, Report, Presentation & Questions	£370	£290
	Professional Discussion	£380	£290
Level 7 Creative Industries Production Manager	Project, presentation & questioning	£450	£370
	Professional Discussion	£390	£300
Level 3 Cultural Learning Participation Officer	Practical Assessment with Questions	£540	£350
	Professional Discussion	£390	£300
Level 7 Curator	Practical Observation	£380	£350
	Professional Discussion	£430	£330
Level 3 Data Technician	Professional Discussion	£420	£330
	Exhibition Project & Written Report	Face to face £620 Remote £460	£410
	Scenario Demonstration	Face to face £520 Remote £360	£330
	Professional Discussion	£340	£290

Standard	Assessment Method	Re-Sit	Remark
Level 4 Digital Community Manager	Scenario Test	£320	£290
	Professional Discussion	£380	£290
Level 4 Digital Forensic Technician	Observation with questions	£610	N/A
	Professional Discussion	£390	£300
Level 5 Digital Learning Designer	Project, presentation & questioning	£440	£360
	Professional Discussion	£380	£290
Level 3 Event Assistant	Portfolio, Project & Professional Discussion	Portfolio £430	£570
		Project £380	
		PD £320	
		Full resit - £995	
Level 3 Fundraiser	Case for support pitch pres- entation with Q&A	£430	£350
	Professional Discussion	£390	£290
Level 3 Junior Advertising Creative	Project slide deck, Presentation & Questions	£400	£330
	Professional Discussion	£380	£290
Level 4 Junior Animator	Animation Project & Presentation	£390	£310
	Professional Discussion	£380	£ 2 9 0
Level 4 Junior Production Co-Ordinator	Presentation with questioning	£350	£320
	Professional Discussion	£400	£310
Level 4 Junior Visual Effects - VFX Artist or Assistant Technical Director - ATD	Project, Presentation & Questioning	£410	£340
	Professional Discussion	£370	£350
Level 3 Live Event Technician	Practical Observation	£430	£390
	Portfolio & Interview	£400	£300
Level 3 Multi-Channel Marketer	Project report, Presentation & Questioning	£410	£340
	Professional Discussion	£370	£290
Level 3 Media Production Co-Ordinator	Project, Presentation & Questioning	£430	£350
	Interview	£400	£320
Level 5 Operations/Departmental Manager	Project, Presentation & Questioning	£430	£360
	Professional Discussion	£380	£290
Level 4 Photographer	Project, Presentation & Questioning	£370	£300
	Professional Discussion	£370	£290

Standard	Assessment Method	Re-Sit	Remark
Level 3 Photographic Assistant	Knowledge Test	£60	N/A
	Workplace Observation	£480	£300
Level 5 Post- Production Technical Operator	Professional Discussion	£370	£290
	Knowledge Test	£60	N/A
Level 4 Public Relations & Communication Assistant	Practical Demonstration	£470	£280
	Professional Discussion	£370	£290
Level 4 Public Relations & Communication Assistant V1.1	Knowledge Test	£60	N/A
	Project, presentation & questioning	£560	£350
Level 3 Production Assistant (screen & audio)	Written project report with presentation & questioning	£430	£360
	Professional Discussion	£380	£290
Level 3 Publishing Assistant	Scenario presentation & questioning	£400	£350
	Professional Discussion	£370	£290
Level 4 Publishing Professional	Project, presentation & questioning	£430	£350
	Professional Discussion	£430	£330
Level 6 Registrar (creative & cultural)	Project report & Presentation	£380	£310
	Professional Discussion	£390	£300
Level 7 VFX Supervisor	Project report, Presentation & Questioning	£530	£370
	Professional Discussion	£340	£320
Level 7 VFX Supervisor	Project, Presentation & Questioning	£450	£380
	Professional Discussion	£390	£300



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