

### *How much is the VTCT centre charge?*

For this financial year, 1st August 2016-31st July 2017, the minimum expenditure for a centre is £1,000, as advertised in our Service Fee's.

For centres delivering only the AM20530 qualification, the minimum expenditure required is £500.

### *Why have VTCT implemented a minimum centre charge?*

For VTCT to support an active centre, we must follow a number of processes and procedures which have a cost overhead. This includes the external quality assurance process and all other VTCT services including customer support, ICT services and general centre administration.

Our centres are a great asset to VTCT and we wish to continue to support them to the best of our ability. Having a minimum centre charge in place allows us to cover our direct costs and ensure we continue to provide service excellence to all of our centres.

### *What is included in a centre's spend calculation with VTCT?*

All spend with VTCT is included in the calculation including:

- centre training,
- attendance at chargeable events,
- purchase of record of assessment books,
- candidate registrations

For information on centre training opportunities and upcoming events, please visit <http://www.vtct.org.uk/Centres/Events.aspx>

### *How does the minimum centre charge get calculated?*

The minimum centre charge is calculated on a VTCT financial year basis which ties in to the academic year. The period covered runs between the 1st August 201X and 31<sup>st</sup> July 201Y in any given year. If at the 31<sup>st</sup> July 201Y, your annual expenditure remains below £1,000, you will receive a top up invoice for the difference.

### *When will I need to pay the annual fee spend charge by?*

The invoice will be raised on the 31<sup>st</sup> July 201Y (or the last working day in that month) and our usual 30 day payment terms will apply. A temporary financial sanction will be placed against your account preventing any future expenditure, including candidate registration until the invoice is paid.

### *How do I find out what my current annual spend is?*

You can contact the finance team at any point at [accounts@vtct.org.uk](mailto:accounts@vtct.org.uk) and they will provide you with these details.

*How does this impact on new VTCT centres?*

New VTCT centres will not be affected in their first financial year as a centre with VTCT. For example, a centre that joins VTCT on 10<sup>th</sup> December 201X will not be expected to meet the minimum business requirement until the subsequent year commencing 1<sup>st</sup> August 201Y.

*What shall I do if I do not think I will meet the Annual Fee and do not wish to incur the charges?*

We encourage centres to contact VTCT so that all avenues, solutions or arrangements can be explored.

If you feel you will not meet the annual spend by the 31<sup>st</sup> July 201Y and wish to discontinue your centre approval with VTCT, please contact [qualityassurance@vtct.org.uk](mailto:qualityassurance@vtct.org.uk) before the 1<sup>st</sup> June 201Y. The appropriate steps will then be taken to ensure your centre is closed before the end of the financial year.

It is important to note, should you wish to discontinue your VTCT centre approval to avoid the threshold payment, all completed learners must be certificated before 31<sup>st</sup> July 201Y. Any learners who do not complete within this time will not be able to be certificated by your centre. VTCT should be notified of any alternative arrangements agreed between your centre and these learners.

*Is this on a site basis or centre basis?*

The expenditure is calculated on a centres expenditure with VTCT, not their individual sites. However, if a centre has a number of sites, all requiring external verification quality assurance visits, VTCT may make contact to advise that specific sites are affected by the minimum expenditure level.

*I would like to discuss this with a senior member of VTCT staff*

Please contact our Chief Financial Officer, Daniel Underwood via email ([danielunderwood@vtct.org.uk](mailto:danielunderwood@vtct.org.uk)) with your contact details.