

Our Fees - 2021/22

This document outlines our fees for the 2021/22 academic year. For further advice please contact Customer Support on 0115 854 1620.

General Fees for Centres Only:

Annual Fees	
Annual Fee	£300 plus VAT

Additional Enrolment Fees	
Individual Learner Late Enrolment ¹	£20
Individual Learner Late Examination Registration ²	£20
Joint Centre Recognition Qualification Approval Visit (full day or two half days) ³	£650
Qualification Approval Visit (half day for one qualification/suite of qualifications) ⁴	£300
Qualification Approval remote	£300
Qualification Advisory Visits (for one qualification / suite of qualifications)	£375

¹ Learners on courses up to and including 10 weeks in length must be enrolled within 28 working days of the start date. Where the course duration is longer than 10 weeks, learners must be enrolled within 60 working days of the start date.

² Candidates must be entered for examinations and external assessments 28 working days before the exam date or the first date of any set period. We cannot guarantee that requests received at short notice will be processed. Late requests that are processed outside of the above criteria will be subject to additional enrolment fees listed above.

³ These fees are applicable to Centres in the UK. Fees for international Centres will vary. The Qualification Approval is for one application that may include a suite of qualifications within the same sub-sector

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Additional Moderation Fees	
Visit	£375
Postal / Remote	£150
Remote Validation of Centre Assessment Materials	£100

External Examination Fees	
Re-sit fees for onscreen tests	£16
Re-sit fees for traditional paper-based examinations	£16

Counselling	
Re-Submission Fees for External Assessments for the Level 4 Diploma in Therapeutic Counselling [500/9253/4 or 603/5029/5]	£36.90

Replacement/Re-issued Certification Fees ⁵	
Replacement/Re issued Certificate (centres only)	£18
Replacement/Re issued Certificate (learners)	£25
Authenticating a Certificate	Free
Confirmation of Award (to the Centre about their learners) (post 2005)	Free
Re-issued Certificates to a Centre (7 or more from the same cohort)	£125

⁵ Please note that there may be additional charges when posting certification / verification overseas.

Enquiries	
Clerical check of reporting and figures	£10
Examiner re-mark and report per script	£100
Remote external moderation review and report	£100
External moderation visit and report	£300

Appeals	
Appeal relating to an approved centre assessment decision ⁷	£100
Appeal relating to an end-point assessment outcome/decision ⁷	£100
Appeal relating to an approved centre investigation	£250
Any other appeal/review	At cost

⁶ All appeal fees are fully refundable upon a successful appeal

⁷ Please note this fee is per learner and not per course/cohort

Administration Fees	
Retained when refunding learner registration	£10
Charged when learners transfer to another Centre	£10
Charged when Centres request changes to learner details	£10
Subject Access Request (per request)	£10

Event Fees	
Event fees	Variable
Cancellations less than 7 days prior to event	Full event fee
Cancellations after the closing date	Full event fee

COMPETENCE AWARD FEES

Competence Award fees	
Vehicle Technician Accredited Assessment (VTAA)	£40
Vehicle Technician Accredited Assessment (VTAA) Modular	£22.10 per module
Service and Repair of Electric and Hybrid Vehicles	£40
Recovery and Handling of Mobile Automotive Refrigerant	£40

QUALIFICATION FEES

Qualification fees	
Credit charge	£2.30 per credit
Moderation / Digital Certification	£18 per learner
Individual qualification fees (not included in the above)	
Level 1 Award in Developing Digital Literacy	£28
Level 1 Award in Equality Diversity and Inclusion Awareness	£28
Level 1 Award in Keeping Self Safe Online	£28
Level 1 Award in Mental Health and Wellbeing Awareness	£28
Level 1 Award in Prevent and British Values Awareness	£28
Level 1 Award in Safeguarding Awareness	£28
Level 1 Award in Workplace Health and Safety Awareness	£28
Level 1 Award in Electric/Hybrid Vehicle Awareness (all specialisms)	£32.50
Level 2 Award in Knowledge of the Service and Repair of Electrically Propelled Vehicles (all specialisms)	£36
Level 2 Award in the Service and Repair of Electrically Propelled Vehicles (all specialisms)	£36
Level 2 Award in MOT Testing (Classes 1 and 2)	£40
Level 2 Award in MOT Testing (Classes 4 and 7)	£40
Level 3 Award in MOT Test Centre Management	£40
Level 3 Award in Automotive Refrigerant Handling (EC842-2006)	£25
Level 3 Certificate of Professional Competence for Transport Managers (Road Haulage or Passenger Transport)	£125

Please refer to the individual qualification pages for specific Qualification Fees. Please note the fees listed are the minimum qualification fee, additional charges may be applicable subject to your requirements.