

## Our Fees - 2022/23

This document outlines our fees for the 2022/23 academic year. For further advice please contact Customer Support on 0115 854 1620.

### General Fees for Centres Only:

Annual Fees	
Annual Centre Recognition Fee	£400 plus VAT

Additional Enrolment Fees	
Individual Learner Late Enrolment <sup>1</sup>	£20
Individual Learner Late Examination Registration <sup>2</sup>	£20
Centre Recognition and Qualification Approval Joint Visit (full day or two half days) <sup>3</sup>	£700
Qualification Approval Visit (half day for one qualification/suite of qualifications) <sup>4</sup>	£300
Qualification Approval remote	£300
Qualification Advisory Visits (for one qualification / suite of qualifications)	£375

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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. This fee also includes a Skills and Education Group Awards plaque. This fee is valid from 1<sup>st</sup> April 2022.

<sup>4</sup> 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.

Additional Moderation Fees	
Visit	£375
Postal / Remote	£170
Remote Validation of Centre Assessment Materials	£115

<b>External Examination Fees</b>	
Re-sit fees for onscreen tests	£16
Re-sit fees for traditional paper-based examinations	£16
Remote invigilation (proctoring) per assessment <sup>6</sup>	£10

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

<b>Replacement/Re-issued Certification Fees<sup>5</sup></b>	
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 only)	Free
Re-issued Certificates to a Centre (7 or more from the same cohort)	£125

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

<b>Enquiries</b>	
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

<b>Appeals</b>	
Appeal relating to an approved centre assessment decision <sup>7</sup>	£100
Appeal relating to an end-point assessment outcome/decision <sup>8</sup>	£100
Appeal relating to an approved centre investigation	£250
Any other appeal/review	At cost

<sup>6</sup> This fee is per learner, per assessment and will be invoiced monthly in addition to registration fees. This does not include Functional Skills assessments. Please see 'Functional Skills Fees' for further details

<sup>7</sup> All appeal fees are fully refundable upon a successful appeal

<sup>8</sup> Please note this fee is per learner and not per course/cohort

<b>Administration Fees</b>	
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

## COMPETENCE AWARD FEES

<b>Competence Award fees</b>	
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

## FUNCTIONAL SKILLS FEES

<b>Functional Skills fees</b>	
Annual Approval to Run fee	£300 + vat
Functional Skills per Subject per Level	£18.50
Re-sits (this fee applies per attempt)	£18.50
Additional fee per exam if paper-based is requested	£3
Remote invigilation (Proctoring) per learner/per exam	£25
Replacement Certificates	£40
Learner Name Amendments	£6
Qualification Transfers	£12

## QUALIFICATION FEES

<b>Qualification fees</b>	
Credit charge	£2.40 per credit
Moderation / Digital Certification	£20 per learner
<b>Individual qualification fees (not included in the above)</b>	
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 Workers' Rights and Labour Exploitation	£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.