



Employment

Service



Fees and Pricing 2011-2012

Introduction

At NCFE, we feel that it's important to tell you exactly what we charge and what you get in return, making the whole process honest, open and easy to understand.

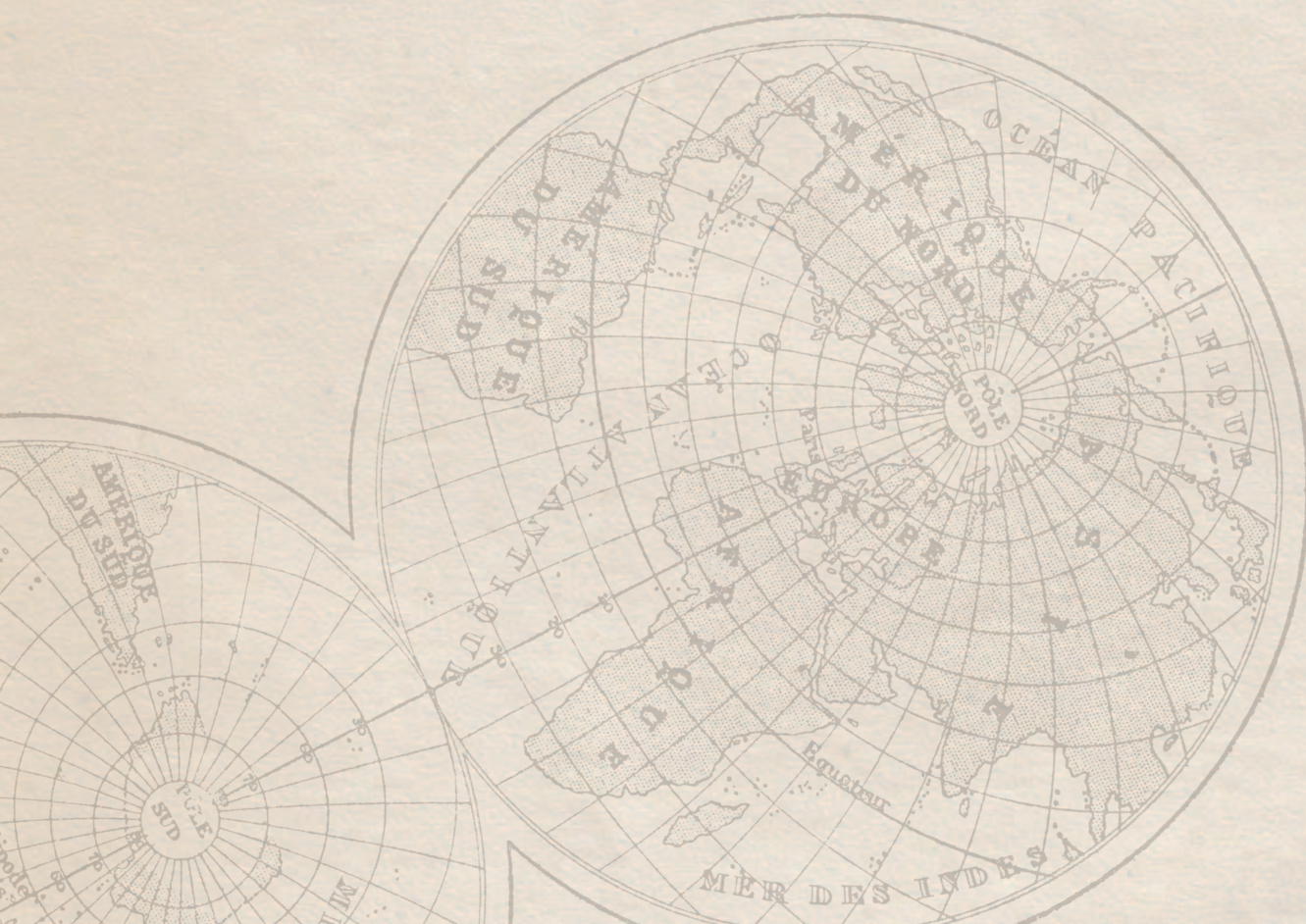
With this in mind, our fees for 2011-12 are based on a new transparent pricing model which calculates the cost of a qualification using credit band and level.

There are 3 overarching principles which underpin the NCFE approach to fees:

- 1. Value for money** – in order to help you remain competitive, we're committed to providing the broadest range of quality services at the lowest possible prices. That's why we've not increased our qualification fees overall in the last 3 years and many of our most popular qualifications have seen a reduction in price!
- 2. Simplicity and no hidden charges** – the new pricing structure is based on credit value and level and gives you increased visibility of the rationale behind our fees.

What's more, we've listened to your feedback and as a result have combined our registration and certification fees. Through reducing bureaucracy and increasing efficiency, this change will save you both time and money.

- 3. Fairness** – we charge an Annual Approval Fee per centre, ensuring that we charge our customers for the level of service that they receive.



Qualification Fees

Please note that the combined registration and certification fee comes into effect from 1 September 2011. Therefore for learners registered before this date, a £10 certification fee will apply.

All fees detailed here are exempt from VAT charges.

QCF qualifications

QCF	Entry	L1	L2	L3	L4-7
Award 1-6 credits	£19	£21	£23	£25	£28
Award 7-12 credits	£36	£38	£40	£45	£50
Certificate 13-20 credits	£46	£48	£50	£55	£65
Certificate 21-28 credits	£58	£60	£63	£70	£80
Certificate 29-36 credits	£73	£75	£78	£83	£95
Diploma 37-45 credits	£82	£85	£90	£95	£105
Diploma 46-52 credits	£93	£95	£99	£105	£115
Diploma 52+ credits	£112	£115	£120	£125	£135

All combined registration and certification fees

NCFE's Employability Skills suite of qualifications

Employability Skills	Entry	L1	L2	L3	L4-7
Award	£23	£23	£23	£23	£23
Certificate	£33	£33	£33	£33	£33

All combined registration and certification fees

NCFE's Competence Based Qualifications

CBQ (including NVQ)	Entry	L1	L2	L3	L4-7
Award	£ -	£42	£45	£50	£55
Certificate	£ -	£57	£65	£75	£85
Diploma	£ -	£70	£80	£95	£120

All combined registration and certification fees

NCFE's IT User Skills qualifications (ITQ)

ITQ	Entry	L1	L2	L3
Award	£ -	£25	£30	£40
Certificate	£ -	£40	£45	£65
Diploma	£ -	£90	£95	£99

All combined registration and certification fees

Qualification Fees (continued)

NCFE Awards in Job Search and Interview Skills

Level 1, 2 and 3 Awards in Job Search and Interview Skills, developed in partnership with REED, will be charged at **£45 per candidate** (combined registration and certification fee).

Functional Skills

Prices remain at **£14** (combined registration and certification fee) for all Functional Skills. The fee for re-sits for Functional Skills qualifications is **£7 per candidate per assessment**.

Key Skills and Wider Key Skills

Prices remain at **£10** (combined registration and certification fee).

We still offer the transfer of candidate(s) from Level 1 and/or 2 Communication and/or Application of Number to the NCFE Level 1 and/or 2 Certificate in Adult Literacy and/or Numeracy, where the centre is approved for the relevant qualification and candidates have successfully completed the relevant Key Skills test paper. This transfer is free of charge and can be carried out by your Centre Support Assistant.

National Awards

NCFE National Awards are charged at **£28 per candidate** (combined registration and certification fee). This includes Registration, Certification, External Verification (2 visits per year) and a National Award Specification.

National Partnership Awards

All NPAs are charged at **£20 per candidate** (combined registration and certification fee). Following initial centre approval, there are **no additional approval fees** for further National Partnership Awards (NPAs). Fees for the compulsory supporting materials are set by NCFE's partner organisations and are available from the appropriate partner organisation on request.

Administration Fees

Annual Approval Fee

NCFE charges an Annual Approval Fee of **£800** to all colleges and training providers approved to offer our qualifications and a **£400** Annual Approval Fee for schools. This fee excludes centres offering our IIQ licence or Customised Award service. The annual fee is calculated on a pro rata basis from the date that a new centre gains approval to deliver our qualifications. Please note that this is a single charge per centre, and is not affected by the number of learners or variety of NCFE qualifications delivered by a centre.

Centre Approval Fees

Centres applying to offer their first NCFE qualification may be required to seek centre approval. If required, the Centre Approval Visit fee will be **£250 (half day)** or **£500 (full day)**. If you don't register any candidates for 2 consecutive years or more, you'll be required to reapply for centre approval, which may incur a further Centre Approval Visit fee.

Candidate Combined Registration and Certification Fees include:

- FREE** qualification approval
- FREE** Qualification Specification
- FREE** External Moderator visits (2 per qualification per session or 4 per qualification per session for a limited number of qualifications)
- FREE** first resit for the externally assessed component, where applicable.*

*Excluding Functional Skills. The fee for resits for Functional Skills qualifications is £7 per candidate.

Certificate of Credit/Letter of Unit Credit Fees (for learners registered prior to 1 September 2011)

You can request a **Credit Certificate** also known as **Letter of Unit Credit** for any candidates who achieve at least one full unit of an NCFE qualification/ Customised Award/IIQ qualification (if applicable to the qualification). Letters of Unit Credit are charged at **£10 per candidate** and are invoiced on their issue to centres.

External Assessment Resits

The initial candidate (combined registration and certification fee) includes **2 FREE** attempts at the external assessment.* Subsequent attempts will be charged at **£10 per assessment per candidate**. With our Online Assessment system, you're entitled to unlimited free resits.*

*Excluding Functional Skills. The fee for resits for Functional Skills qualifications is £7 per candidate.

Fast Track Fees for External Assessment

External assessment papers for QCF and NQF qualifications, which are supplied and marked by NCFE, should be requested 15 working days in advance of the proposed assessment date. If you wish to enter candidates without the required notice, a charge of **£10 per candidate** will be invoiced. If candidates have not previously been registered, a charge of **£15 per candidate**, plus the usual combined registration and certification fee, will be invoiced. Please note that NCFE is unable to guarantee that external assessment papers can be supplied beyond the usual deadline for entries. We will only invoice the fee for fast track entry where papers are supplied (this includes Key Skills).

Fee for Replacement of External Assessment Papers

If a centre loses or damages external assessment papers after they've been safely delivered to the authorised centre address, and requests replacement papers, the centre will be charged **£100** plus the cost of the courier.

Administration Fees (continued)

Appeals and Enquiries about Results

Stage 1	
Clerical Check	£5 per candidate
Re-assessment with report	£40 per candidate
Re-moderation/re-verification of internal portfolio evidence with report	£40 per candidate portfolio
Stage 2 Internal Appeals Panel	£150
Stage 3 External Appeals Panel	£300
Independent Review	£500

Fees for other categories of appeals

Stage 1 Internal Review Panel	£150
Stage 2 External Review Panel	£300
Independent Review	£500

In all categories, the centre or candidate will incur an additional fee of £300 if a visit is required at any stage.

All fees for appeals are refunded if the appeal is upheld.

Entries and Results

Fast Track Entry Fees	£10 per candidate
Fast Track Entry Fees where candidate is not previously registered	£15 per candidate plus usual combined registration and certification fee
Resit Fees (QCF and NQF)	£10 per candidate
Resit Fees (Key Skills and Basic Skills)	£10 per candidate
Transfer of candidate(s) from one external assessment date to another	£5 per candidate/£25 per batch
Transfer of candidate answers if candidate has marked answers in the external assessment paper instead of the answer sheet	£30 per paper
Reissue of external assessment papers if lost or damaged by centre following safe delivery	£100 plus courier fee

Making Changes to Candidates and Batches

Cancellations and Withdrawals

Cancellations:

Cancellations are when individual candidates or whole batches of candidates are voided from a qualification, not to be reinstated. Cancellations can be made by the centre for any reason (duplications will always be shown as 'Cancelled'). Cancelled candidates will show the status 'Cancelled'.

Withdrawals:

Candidates are withdrawn when the candidate has started the qualification and decided they will not finish. The withdrawn candidate will appear on the batch with a 'Withdrawn' status. Withdrawn candidates can be un-withdrawn within 2 years of their original registration date.

Administration Fees (continued)

Fees for Changes to Candidate Details

Cancellation of candidates for any reason	£5 per candidate/£25 per batch (Original combined registration and certification fees will be refunded if cancellations are made within one month of the registration date)
Cancellation of candidates (NCFE error)	FREE (Original combined registration and certification fees refunded)
Withdrawal of candidates	FREE (Original combined registration and certification fees not refunded)
Transfer of candidates from batch to batch Transfer of candidates from qualification to qualification	£5 per candidate/£25 per batch (Original combined registration and certification fee will be credited and the fee for the new qualification will be charged)

Replacement Certificates Fee

Issue of replacement certificate	£25
Issue of replacement certificate (achievement prior to 1999/2000)	£75*

Where NCFE is unable to locate candidate details we reserve the right to charge the appropriate fee to compensate for the time taken to complete the search.

*Fee is payable in advance before a search can be carried out

Centre Visits

External Moderation/Verification – First 2 visits included within combined registration and certification fee	FREE
External Moderation/Verification – Subsequent visits (at centre's request or where deemed necessary by NCFE) - Half day	£250
External Moderation/Verification – Subsequent visits (at centre's request or where deemed necessary by NCFE) - Full day	£500
Advisory/Centre Support Visits (at centre's request or where deemed necessary by NCFE) - Half day	£250
Advisory/Centre Support Visits (at centre's request or where deemed necessary by NCFE) - Full day	£500
Advisory Visits (at centre's request or where deemed necessary by NCFE) for IIQ - Full day	£600
Centre Approval Visits - Half day (if required)	£250
Centre Approval Visits - Full day (if required)	£500
Additional External Moderation/Verification visits for centres who register larger groups of candidates per academic year per qualification	<ul style="list-style-type: none"> • 501 to 2000 candidates – 3 External Moderation/Verification visits free of charge • 2001 – 4000 candidates – 4 External Moderation/Verification visits free of charge • 4001 to over 5000 candidates – 5 External Moderation/Verification visits free of charge

Administration Fees (continued)

Postal Moderation/Verification

Up to 5 portfolios	£55 (includes all 5 portfolios)
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Training Events

Assessor and Internal Moderator Training	£150 + VAT
Portfolio Building Training	£150 + VAT
Bespoke Training Events for up to 10 delegates	£750 +VAT plus trainer's expenses
Bespoke Training Events for up to 20 delegates	£950 + VAT plus trainer's expenses

Fees for Accreditation Services

Customised Award Fees

Customised Award accreditation fees consist of an initial accreditation fee, followed by an annual accreditation fee and a combined registration and certification fee per learner. There may also be a need for a centre approval visit, but we can advise whether this will be necessary. Please note that there'll also be an Annual Approval Fee of £800 for colleges/training providers offering additional qualifications outside of the Customised Award provision.

Customised Award Unit Review Fee

The Customised Award Unit Review Fee is a one-off fee and non-refundable. It contributes towards the costs of reviewing your material submitted to help NCFE make a decision as to whether or not the award can be accredited.

1-5 units – £500

6-10 units – £750

11-15 units – £1000

15-20 units – £1250

20+ units – £1500

Annual Accreditation Fee - £550 per annum

The annual fee contributes towards the costs of external verification of the course. This fee will only be charged if learners have been registered on the course during the relevant academic year. A course can be run as many times as customers like under the annual fee of £550. The annual accreditation fee is invoiced retrospectively at the end of each academic year (late August/early September).

Multi-Centre Customised Fee – £350

This fee applies where an NCFE centre has given permission to another NCFE centre to deliver their customised award which has already been accredited by us. This fee is charged to the purchasing (new) centre of the Customised Award. It covers the cost of the new centre's initial administration. Should any amendments to the original customised award be required then the unit review fees will apply.

Registration and Certification combined fee – £10 per learner

This contributes towards the administration costs of registering and, where applicable, issuing a certificate for a learner. The combined registration and certification fee is invoiced at the point of registration.

Fees for Accreditation Services (continued)

Investing in Quality (IIQ) Fees

The Investing in Quality (IIQ) licence allows approved NCFE centres to develop, deliver and evaluate an unlimited number of bespoke learning programmes. This can be a highly cost-effective way for organisations wishing to develop a number of programmes. Fees for the IIQ licence comprise 2 separate elements – an initial fee and an annual fee. Please note that there'll also be an Annual Approval Fee of **£800** for colleges/training providers offering additional qualifications outside of the IIQ provision and these centres may also require an additional approval visit, subject to status.

Initial Fee – £500

The initial fee contributes towards the cost of work to assess the eligibility of the organisation for the licence, the Quality Advisor's approval visit and the administrative costs of the approval (including issuing the appropriate contract, licence and supporting documentation).

Annual Fee/Course Approval – £2,000

The annual fee allows you to develop, deliver and evaluate an unlimited number of bespoke learning programmes. It contributes towards the costs of providing a team of Quality Advisors. It also covers the on-going support of NCFE's Accreditation team for all IIQ licensed organisations. The annual fee is payable initially on the date of achieving the licence and thereafter on the anniversary of the approval date.

Registration and Certification combined fee – £10 per learner

This contributes towards the administration costs of registering and, where applicable, issuing a certificate for a learner. The fee is invoiced at the point of registration.

Advisory Visits

Advisory visits are used to provide extra support to an organisation either prior to the approval visit or in addition to the 2 monitoring visits (for example to help an organisation prepare for an inspection by the Learning and Skills Council, or to focus on meeting a quality statement). Advisory visits must be approved in advance by the organisation and NCFE's Accreditation team. The fee for an advisory visit is **£600** and is a one-off, non-refundable fee which contributes to the costs of the Quality Advisor and any travel expenses.

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