



PART OF **nocn** GROUP



# Fees and Charges 2018-2019



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# Our Commitment

One Awards is committed to delivering a service that is both highly personal and totally professional.

## Our Mission

One Awards' supports learning and widens opportunity by recognising achievement through credit-based courses and qualifications.

We concentrate on creating a supportive working relationship that ensures our customers receive genuine value for money.

In this context, we understand the need to plan ahead. We know how important it is to make sure that information about our fee structure, and the products and services we offer, is clear and transparent.

We are a not-for-profit organisation. This allows us to pass on real financial benefits to our customers. We continue to maintain our commitment to keep fees down as much as possible.

## Our Values

### Ethical

We act with integrity, are open, trustworthy and transparent in our practices and procedures. Our approach is inclusive, rigorous, fair and objective and we make judgements based on sound evidence and ethical principles.

### Customer Centred

We aim to build lasting relationships with our customers by listening, being honest,



respectful and approachable in all we do. All of our decisions are taken with our customers in mind. Our staff are customer focused and are able to offer flexible solutions to meet their needs.

### Outcomes Focused

We create solutions in a supportive and responsive way by carefully listening to our customers' needs and exceeding their expectations. Our way of working is collaborative and timely, focused on a quick response and a positive outcome.

### Innovative

We promote an innovative culture and attitude that enables us to meet a diverse set of customer needs. Our approach encourages people to think differently and to apply innovative thinking and creativity to everything we do.

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## Application Fee

This fee is non-refundable and will be invoiced at the commencement of the Centre Approval process.

**Application Fee**

**£250.00**

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## Annual Fees

Our annual fees are:

- **Annual Centre Fee**
- **One Awards Partnership Fee**

These are invoiced in May/June each year and relate to the period 1 August 2018 to 31 July 2019.

**Annual Centre Fee**

**£500.00**

The Annual Centre fee covers an extensive range of services, events and support throughout the year. You will receive a copy of our regular e-Newsletters, plus invitations to update sessions and events, conferences and other activities organised by One Awards. You will also receive support from:

### **Account Manager**

- You will receive initial and on-going curriculum development support from your designated One Awards Account Manager.

### **External Verifier**

- You will receive support from your designated One Awards External Verifier, including: up to two visits per year; external verification activities; and on-going quality improvement support and advice.

### **Centre Support Team – One to One Support**

- One-to-one support is provided from our Centre Support Team for learner registration and certification.



## One Awards Partnership Fee

Our Annual Partnership Fee is an optional fee. However, partnership is a key part of the way we operate. Partners can nominate individuals to our Board of Trustees and play a huge role in developing our mission and direction through our committee structure and working groups.

Partnership Fee	Annual Fee
All Centres	£200.00

Our partners are at the heart of the services we offer. We are able to provide, through them, a range of benefits to support the continuous improvement of learning opportunities for all.

Our partners include organisations across all educational sectors:

- Adult and Community Education Centres
- Employers
- Further Education Colleges
- Local Education Authorities
- Offender Learning Providers
- Pupil Reintegration Units (PRU)
- Schools
- Sixth Form Colleges
- Private Training Providers
- Universities and Higher Education Institutions
- Voluntary and Community Organisations



### One Awards Partnership Benefits

- Opportunity to contribute to the mission and direction of One Awards, able to nominate individuals to the Board, contributions through our committee structure and working groups.
- Opportunity to influence One Awards' strategic planning through consultation with One Awards' Senior Management Team.
- Invitations to contribute to validation and revalidation panels for Access to HE Diplomas and other One Awards provision.
- Invitations and free attendance to One Awards' events covering briefings, standardisation and guidance and support forums for all One Awards' products and services.
- Business development support around funding and other partnership support.
- Joint PR opportunities promoting Partner organisation's success stories, events and campaigns.
- Networking opportunities via One Awards' events.
- Priority booking and discounted rates at One Awards' events.
- One Awards partnership certificate for display in your organisation.
- Keep up to date via our newsletters, email and twitter alerts.





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## Registration and Certification Charges

### Intended Credit Value Fees

The Intended Credit Value Fee is charged for units within courses. It is invoiced on receipt of learner registrations and covers both registration and certification.

Increases in a learner's credit achievement after registration are invoiced at the point of certification.

Intended Credit Value	Cost per Learner
1 - 3 credits	£16.50
4 - 6 credits	£27.50
7 - 9 credits	£35.00
10 - 12 credits	£45.00
13 - 15 credits	£57.50
16 - 18 credits	£70.00
19 - 21 credits	£80.00
22 - 24 credits	£90.00
25 - 30 credits	£100.00
31 - 40 credits	£115.00
41 - 50 credits	£120.00
51+ credits	£125.00

### Late Registration Fees

We will not charge a late registration fee, but we do reserve the right to make an additional charge to cover any extra work involved. Centres must register learners within 60 working days of their course start date.

### NOCN Qualification Fees

All NOCN qualifications are charged at rates set by NOCN. Further details can be found on the NOCN website, [www.nocn.org.uk](http://www.nocn.org.uk)

## Access to HE Programmes

For Centres approved to offer the Access to HE Diploma, the fees are as follows:

### Annual Approved Diploma Fee

The Annual Approved Diploma Fee covers an extensive range of services, events and support during the course of the year.

#### - Use of the Access to HE Unit Bank

Approved units available for use, designed to meet the needs of Access students across a wide range of subject areas.

#### - External Moderation

A team of specialist Diploma Moderators, coordinated by an experienced Lead Moderator, who will provide constructive, supportive feedback for your team on compliance with QAA and AVA requirements and discuss quality enhancements for your Access provision.

#### - Access to HE Manager

You will receive initial and on-going curriculum development support from the One Awards Access to HE Manager.

#### - Centre Support Team - One to One Support

One-to-one support is provided from our Centre Support Team for learner registration and certification.

#### - Access to HE Results Service

All Access to HE results are made available to Higher Education Institutions via our Secure Results Service portal. This ensures that places on HE courses can be confirmed within days of the Final Awards Board.

The annual approval fee is based on the number of approved diplomas within each Centre. These are invoiced in May/June each year and relate to the period 1 August 2018 to 31 July 2019.

No of approved Diplomas	Annual Fee
1 Diploma	£350.00
2 Diplomas	£400.00
3 Diplomas	£450.00
4 Diplomas	£500.00
5 Diplomas	£550.00
6 Diplomas	£600.00
7 Diplomas	£650.00
8 Diplomas	£700.00
9 Diplomas	£750.00
10 Diplomas	£800.00
11 Diplomas	£850.00
12+ Diplomas	£900.00





## Access to HE

### LEARNER REGISTRATION FEES

Service or Activity		Fee
Access to HE learner registration	Learners must be registered on diplomas within 42 days of the start of the course and on units within 84 days of the start date of the course	£160.00 per learner *£145.00 per learner for centres with 2 or more years of consecutive learner registrations
Late registration fee	For learner registrations received more than 42 days after the start date of the course	Initial registration fee plus £55.00 per learner
Additional late registration fee	For learners registered within 3 working days prior to the day of the Final Awards Board	Initial registration fee plus late registration fee, plus additional £55.00 per learner
Recognition of Prior Learning	Per application	£50.00 per learner
Credit Transfer	Per application	£50.00 per learner
Amendment to a learner's registration details after 60 working days from the start of the course	Per application	£50.00 per learner
Registration fee for learners wishing to re-take the full Access to HE Diploma	Per registration (the original Diploma must have been accredited by One Awards)	Full registration fee (This includes any related credit transfer fees)
Replacement Certificate/ Official Statement		£40.00 per application



## ACCESS TO HE DEVELOPMENT FEES

Service or Activity		Fee
<b>Access to HE Diploma Approval and Modification</b>		
New Access to HE Diploma approval	Full amount payable on approval of application for a new Diploma with a 50% refund upon registration of the first cohort of learners within 12 months of approval	£1000.00 per diploma with potential £500.00 refund
Major modification of an Access to HE Diploma	Full amount payable on approval of application for a new Diploma with a 50% refund upon registration of the first cohort of learners within 12 months of approval	£500.00 per diploma with potential £250.00 refund
Minor Diploma Modification	In order to ensure that each diploma amendment is properly considered and subject to a QAA approved validation process, it is important that all applications are received by 30th June	£50.00 per Diploma
Minor Diploma Modification – post 30th June	Applications received after 30th June will require urgent action to meet QAA requirements	£100.00 per Diploma
Minor Diploma Modification – post 31st August	Any applications received after the 31st August can only be considered in extenuating circumstances and will require immediate and urgent action to ensure students are not disadvantaged	£150.00 per Diploma
Re-Validation of Access to HE Diploma	Full amount payable on approval of the revalidation with a 50% refund upon registration of the first cohort of learners within 12 months of re-validation	£500.00 per Diploma with potential refund of £250.00
Transfer Fee of approved diplomas from another AVA	The transfer fee is payable upon approval by One Awards to proceed with the transfer of Diplomas from another AVA	£750.00
Non-participation at standardisation meetings	For each diploma title being delivered by a Centre, staff must participate in AVA standardisation events	£100.00 per Diploma



## Quality Mark Fees

Service or Activity	Fee
Annual Quality Mark Approval (includes the approval of first training activity)	£500.00
Additional Training Activity approval per activity	£150.00
Certificates for participants (if required)	£5.00 per certificate
Annual Partnership Fee (Optional - see page 5)	£200.00
Replacement Certificate	£15.00

## Other Fees

Service or Activity	Fee
Development of One Awards Accredited units	£450.00 per unit (negotiable on volume)
Closed unit - Annual Fee	£400.00 per unit
Cancellation of Learner Registration Form	£7.50 per learner for any duplicate learner registration
Additional External Verification visit or Verification Activity	£260.00 per visit or activity
Postal Verification	£60.00 per activity
Replacement Certificate/Official Statement	£40.00 per application
Replacement Centre Recognition or Partnership Certificate	£25.00 per certificate
Events	As published
Bespoke Guidance and Information event	£260.00 per half day (minimum charge) £520.00 per full day
Non-attendance at One Awards Event	£50.00 per person
Additional Visit Fee (including: quality assurance, programme development or investigation where a non-compliance, level 3 sanction or appeal has been placed)	£260.00 per half day (minimum charge) £520.00 per full day

ONE AWARDS RESERVES THE RIGHT TO APPLY OTHER FEES AND CHARGES FOR ADDITIONAL SERVICES PROVIDED, AT THE DISCRETION OF THE MANAGING DIRECTOR.



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Delivering services on behalf of



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