



PART OF **nocn** GROUP



# Fees and Charges 2020-2021





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## Introduction

One Awards is an education and skills charity, part of NOCN Group, with a long-standing history in accreditation and assessment. We are a leading Access Validating Agency, a bespoke accreditation service and have a new Training arm to support quality assurance and end point assessment training to our centres. As a result of joining the NOCN Group on 1<sup>st</sup> August 2018, the products and services One Awards can offer to our customers have grown including a large portfolio of regulated qualifications and End Point Assessment for the reformed apprenticeship standards.

One Awards is a subsidiary of NOCN Group but remains a separate legal entity. This means that some systems have changed but the impact on our centres has been minimal.

One Awards remains your point of contact for all queries and our excellent customer service remains the priority.

Our aim is to continue the supportive working relationships we have with our customers and as a not-for-profit organisation, we are able to pass on real financial benefits to our customers.

We continue to maintain our commitment to keep fees down as much as possible and, with this in mind, we have only made a slight change to our Quality Mark fees for 2020/21 and avoided any increase in fees for bespoke units or Access to Higher Education diplomas.



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NOCN Group is a leading Educational and Skills Charity, an ethical employer, a registered charity and a successful business. It works across the UK and internationally, creating opportunities for learning and progression for people at all stages of their careers in many sectors.

The NOCN Group is VAT registered and as such aspects of the One Awards offer are eligible for VAT, but this is explicitly explained within this document.

NOCN Group offers a fair deal to its customers, providing excellent value for the quality of products and level of service on offer. If you wish to find out details of other products NOCN Group has to offer, please find details at the back of this document.



## Our Commitment

Our track record speaks for itself. Since 1994 we have been offering a seamless learning accreditation service that is highly valued by our recognised centres and learners. We're vibrant, responsive and unashamedly proud of our established reputation for excellent customer service.

## Our Mission

To provide a flexible range of accreditation to support learners to achieve their goals in life and work.

## Our Values

### Responsive

So that we can be the best we can be as professionals, departmental teams and as a charitable organisation.

### Supportive

To create a safe, healthy, caring and customer responsive environment.

### Honest

Acting with integrity to instil confidence in our customers, learners and colleagues.

### Ethical

Transparent, fair and honest in our management and communications, promoting engagement with all.

### Open

In our pursuit to share knowledge, giving constructive feedback and receptive to ideas.

### Innovative

Promoting an environment where innovation and creativity are encouraged.

### Respectful

Supportive behaviour towards each other, our customers and our learners. Providing an environment and service that embodies equality and diversity and inclusion of all.





## Become a One Awards Centre

### Stage 1 - Application Fee

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

**Application Fee**                      **£250.00**

### Stage 2 – Centre Set Up Fee

Once you have been approved as a One Awards Centre, a one-off fee charged to cover the initial Quality Assurance visit and the centre set up administration costs.

**Centre Set Up Fee**                      **£350.00**

These fees may be negotiated depending on a centre meeting certain criteria, please contact One Awards for further details.



## Annual Fees

Our annual fees are:

- Annual Centre Fee
- One Awards Membership Fee

These relate to the period 1 August 2020 to 31 July 2021. New Centres will also be invoiced at point of approval prorated for the remaining period of the academic year.

**Annual Centre Fee**                      **£500.00**

### Annual Centre Fee

The Annual Centre fee covers an extensive range of services, events and support throughout the year. You will receive an annual Centre Approval Certificate, 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:

#### Business Development Support

- You will receive initial and on-going curriculum development support from your designated One Awards Business Development contact.

#### External Quality Assurer

- You will receive support from your designated One Awards External Quality Assurer, including up to two visits per year, external quality assurance 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 Membership Fee

Our Annual Membership Fee is an optional fee. However, membership is a key part of the way we operate. Members 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 as well having access to a range of benefits valued at £1,000

Membership Fee  
All Centres

Annual Fee  
£200.00

Membership is not transferable.

One Awards is known for our excellent customer service, our values, responsiveness and strong regional footprint but, in addition to this, we aim to offer best value. Our members are at the heart of the services we offer and we aim to support them through a range of benefits to support the continuous improvement of learning opportunities for all.

Our members 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 and Sixth Form Colleges
- Private Training Providers
- Universities and Higher Education Institutions
- Voluntary and Community Organisations



## One Awards Membership Benefits

In 2019/20 we offered a range of enhancements to the benefits we offer to our members and these remain in 2020/2021 including:

- 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 and free attendance to One Awards' events covering briefings, standardisation and guidance and forums for all One Awards' products and services.
- Joint PR opportunities promoting member organisation's success stories, events and campaigns.
- One Awards Membership certificate for display in your organisation.
- Free of charge One Awards online CPD opportunities for you and your staff.
- Annual Awards - Back by popular demand. You will be able to nominate learners, staff and your organisation for our annual awards.
- Discounted rates for accredited training for Assessors and Internal Quality Assurers
- A new and bespoke approach to the development of One Awards units with preferential rates for the development of multiple units.
- Members can access business development support e.g. support with growth plans, completing tenders, bids for funding etc.
- A 'Member Centre of the Month' blog on the Newsletter
- A Membership Award (Annual) at our Annual General Meeting
- Access to One Awards Accredited Unit bank



## Bespoke Accreditation 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 Diplomas

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

### Annual Approved Diploma Fee

The Annual Approved Diploma Fee contributes to an extensive range of services, events and support during 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. Guidance is also offered on a range of practical aspects of offering Access programmes, including assessment strategies, marketing, advice and guidance for students and data analysis.
- **Free on-line resources and guidance**  
A wealth of guidance, resources, training videos and other support materials are freely available on our website for providers to use. This includes video content covering some Level 2 ungraded units which our providers can use during the delivery of their Access courses to support their students. Contact the One Awards Access to HE Manager for more details.
- **Free training and guidance sessions**  
A calendar of support sessions, training and networking events is published each year for providers to attend, including an annual Access to HE Forum attended by a wide range of Access stakeholders.
- **Centre Support Team**  
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.



## Annual Approved Diploma Fee

The annual approval fee is based on the number of approved diplomas within each Centre. These relate to the period 1 August 2020 to 31 July 2021.

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 date 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 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 84 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		£42.00 per application

One Awards introduced a minimum diploma registration fee in 2019-20 which was to be phased in over a period of two years. The initial plan was to introduce it in 2019-20 at a minimum of 10 learners for existing centres and 15 for new centres. This would then increase to a minimum fee for 15 learners in the 2020-21 academic year of all centres.

As a result of the economic impact of COVID 19 the decision has been made to maintain the minimum diploma registration fee to 10 learners and this will apply to all centres both existing and new.

An invoice will be raised in February to charge the additional amount to reflect the minimum registration fee for each diploma.

It should be noted that centres can register fewer than 10 learners, but will be charged the minimum registrations fee.

## 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 30 <sup>th</sup> June	Applications received after 30th June will require urgent action to meet QAA requirements.	£100.00 per Diploma
Minor Diploma Modification – post 31 <sup>st</sup> 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
Revalidation 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 (Vatable)	For each diploma title being delivered by a Centre, staff must participate in AVA standardisation events	£100.00 (plus VAT £120) per Diploma for non-attendance
Additional Moderation visits	Additional charges will be made when:  An additional moderation visit is required to follow-up issues of non-compliance by providers at a previous visit.  Additional moderation visits are required to sample student work and/or verify student achievement, over and above the usual two visits per year, for example when Fast Track courses are completed at a different time to the main programme.	£260.00 per event

## Quality Mark Fees

Service or Activity	Fee
Application Fee (non-refundable)	£250.00
Annual Quality Mark Approval Fee (for up to five individual training activities)	£500.00
Annual Fee for Additional Training Activity	£150.00 per activity
Certificates for participants (mandatory)	£10.00 per certificate
Certificates for participants to include own logo	£15.00 per certificate
Replacement Certificate	£15.00 each
Annual Membership Fee (Optional)	£200.00



## Training

As part of our growth within the NOCN Group, we have been able to increase our offer of bespoke training to our customers. This includes quality assurance courses such as:

- Assessor training
- Internal quality assurance training
- External quality assurance training
- Delivering and Assessing End Point Assessment
- Bespoke packages tailored to meet the needs of your staff

Fees and charges will be advertised through course marketing but if you have any questions please do get in touch. Please note that Training Fees will be subject to VAT.

## Other fees

Service or Activity	Fee
Development of One Awards Bespoke Accreditation Unit	£450.00 per unit (negotiable on volume)
Closed Bespoke Accreditation Unit – Annual Fee	£400.00 per unit
Cancellation of Learner Registration Form (Vatable)	£7.50 (plus VAT £9.00) per learner for any duplicate learner registration
Replacement Certificate/Official Statement	£42.00 per application
Replacement Centre Approval or Membership Certificate	£25.00 per certificate
Events (Vatable)	As published
Bespoke Guidance and Information event (Vatable)	£260.00 (plus VAT £312) per half day (minimum charge) £520.00 (plus VAT £624) per full day
Non-attendance at One Awards Event on which a place was booked (Vatable)	£50.00 (plus VAT £60) per person
Additional External Quality Assurance visit or EQA Activity	£260.00 per visit or activity
Postal External Quality Assurance	£60.00 per activity
Late cancellation or postponement of an External Quality Assurance/Moderation Visit by a centre.	Cancellation or postponement of a visit less than 2 working days prior to planned visit date and time: £150.00
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.



## NOCN Group's Educational Offer

NOCN Group offers a range of educational provision please see below:

### Awarding Organisation

NOCN is one of the leading awarding organisations, offering arguably the broadest range of qualifications and alternative routes for both experienced workers and new entrants to the jobs market. From Entry Level to Level 7 and including everything from 'skills for life' topics, apprenticeships, management and Functional Skills English and maths, we advance careers and open doors to new opportunities.

### End Point Assessment

NOCN is a market leading End Point Assessment Organisation (EPAO), providing End Point Assessment (EPA) for reformed apprenticeship standards. For further details and EPA charges please get in touch.

### International

NOCN Group do not confine our pioneering work to UK domestic markets, but are an outward looking, international organisation dedicated to promoting skills, improving lives and boosting economies around the globe.

This includes the strategic partnership with WorldSkills UK working together to share global skills insights with businesses, education bodies and governments across the world.

### Job Cards - CPCS

The Construction Plant Competence Scheme (CPCS) provides skills cards for the plant sector of the Construction and allied industries. CPCS maintains focus on ensuring that the Scheme is centred on the principles of independent, rigorous assessment of operating ability and for assurance of competence assurance, raising of standards expected in the plant sector.



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