



# NCFE FEES AND PRICING 2009-2010

[www.ncfe.org.uk](http://www.ncfe.org.uk)

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## About Us

NCFE is one of the UK's fastest growing national awarding bodies, designing and awarding qualifications that are nationally recognised to meet the needs of learners and employers.

NCFE is recognised as an awarding body by the qualifications regulators ('regulators') for England, Wales and Northern Ireland. The regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales, and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.

We provide a wide range of qualifications accredited by the regulators at different levels and in a variety of subject areas. We also offer NVQs, Key Skills, Basic Skills and Entry Level qualifications.

Our aim is to give individuals the mix of skills, knowledge and understanding they need to bring them closer to fulfilling their personal goals. Our qualifications and awards are used by centres across the UK including schools, colleges, adult education centres and training providers.

We're a registered educational charity and a company limited by guarantee. Our charitable aim is 'to promote and advance the education and training of young persons and adults'.

## Customer Service – the NCFE way

NCFE is passionate about providing exceptional customer service and exceeding your expectations.

We think our approach to customer service makes us different – easy to do business with, flexible and responsive.

We rely on your feedback to let us know whether we're providing the right kind of products and service.

We carry out a number of surveys and focus groups throughout the year, but you don't have to wait until then to tell us what you think. If you want to give us your thoughts you can email [feedback@ncfe.org.uk](mailto:feedback@ncfe.org.uk) or just pick up the phone and tell us!

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## Introduction

### Our Approach to Fees

We aim to produce a clear, open pricing structure – there are no hidden charges for customers, nor do we add a negotiable element of ‘padding’ to our fees. 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.

**Once again we’ve kept our fee increases to a minimum, with no increases on the majority of registration fees and a £1 increase on certification. To enable us to keep fees at this level we have introduced an Annual Administration Fee for all centres, excluding centres offering our Investing in Quality licence (IIQ) or Customised Award service only. This fee is fixed regardless of the amount of candidates you register with us. We consider this to be the fairest approach to setting fees and one that won’t disadvantage our larger customers.**

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

- 1 **Value for money** – we’re committed to providing the broadest range of quality services at the lowest possible prices
- 2 **Simplicity** – no hidden charges, no complex pricing structures
- 3 **Early to market** – we get our prices to you as soon as possible.

In order to help you remain competitive and to address the increased pressure placed upon provision, we have kept any fee increases to a minimum.

NCFE offers a range of different types of qualifications and awards:

- **NQF qualifications** are accredited by the regulators<sup>1</sup> to the National Qualifications Framework (NQF), including general qualifications, entry-level qualifications, vocational qualifications, Basic Skills and Key Skills.
- **QCF qualifications** are accredited by the regulators to the Qualifications and Credit Framework (QCF). The QCF is being developed with a view to replace the current NQF from January 2011. Between now and then, there’ll be a mixed economy of both NQF and QCF qualifications available. Its aim is to simplify vocational qualifications for learners,

providers and employers to ensure that qualifications and other learning provision are recognised, understood, valued and trusted. Please see [www.ncfe.org.uk](http://www.ncfe.org.uk) for updates on fees and pricing for our QCF qualifications.

- **National Awards** cover a range of programmes which can provide progression onto the NQF. National Awards are ideal to provide a stepping stone into the NQF as they don’t require external assessment. They can also provide progression into other forms of training or even employment.
- **National Partnership Awards** are joint ventures between NCFE and various national organisations. The awards are delivered using materials developed by the partner organisation. These can be tutor support packs, distance learning materials, work based learning materials, CD-ROMs or similar, which allow a flexible and supportive approach to teaching and learning as an alternative to traditional classroom methods. National Partnership Awards also provide progression routes into the National Qualifications Framework.
- The **Customised Award** is a unique service to NCFE. Customised Awards are courses written by our customers, not NCFE, and can be in any subject area with the flexibility to meet specific needs. Customers also have the added benefit of being able to have the NCFE logo on certificates of achievement and all course material. Customers can also sell their courses to other NCFE centres.
- The **Investing in Quality licence** is designed to give formal, demand led recognition to organisations’ bespoke programmes. The licence is based on 6 Quality Statements which provide a quality assurance framework for the development, delivery and evaluation of learning activities. Customers who gain the licence can develop as many programmes in as many subject areas as they need for one annual fee.

Each of the above products has its own simple fee structure and these are detailed on the following pages.

### VAT

Please note that all fees detailed in this brochure are exempt from VAT charges.

<sup>1</sup>The regulators are Ofqual in England, DCELLS in Wales and CCEA in Northern Ireland.

## National Qualifications Framework

### Annual Administration Fee

From September 2009 NCFE will be charging a £400 Annual Administration Fee to all centres approved to offer our qualifications, excluding centres offering our IIQ licence or Customised Award service only. This annual fee will be charged on 1 September or will be 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. In most cases this will not require a Centre Approval Visit to ensure the centre meets NCFE's requirements. 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 re-apply for centre approval, which may incur a further Centre Approval Visit fee.

### Qualification Approval Fees

Following initial centre approval, there are **no additional approval fees** for further NQF qualifications.

### Candidate Registration Fees

In general, NCFE registration fees relate to the number of Guided Learning Hours (GLH) for the qualification, thereby assisting centres whose funding is also related to the length of the course.

A small number of short courses have a combined Registration and Certification fee to reflect both the length of the course and the need to reduce bureaucracy.

Registration fees (and, where applicable, combined Registration and Certification fees) are charged per candidate and are invoiced once you've registered candidate names with us. See pages 4–8 for details of individual qualification registration fees.

Registration fees include:

**FREE** qualification approval

**FREE** Qualification Specification, including detailed mapping to Key Skills

**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.

### Candidate Certification Fees and Letter of Unit Credit Fees

Certification Fees for all NCFE NQF qualifications are **£10 per candidate**.

You can also request a **Letter of Unit Credit** for any candidates who achieve at least one full unit of an NCFE NQF qualification (if applicable to the qualification). Letters of Unit Credit are charged at **£10 per candidate**.

Fees for Certificates and/or Letters of Unit Credit are invoiced on their issue to centres.

### External Assessment Resits

The initial candidate registration fee includes **2 FREE** attempts at the external assessment. Subsequent attempts will be charged at **£10 per assessment per candidate**.

On our Online Assessment system, you're entitled to unlimited free resits.

### Fast Track Fees for External Assessment

External assessment papers for 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 Registration 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 have been safely delivered to the authorised centre address, and requests replacement papers, the centre will be charged £100 plus the cost of the courier.

## National Qualifications Framework

### Detailed Prices 2009–10 – Alphabetical by Keyword

Accreditation No.	Keyword	Qualification Title	Registration Fee £	Certification Fee £
500/2974/5	Airport	Level 2 Certificate in Airport Operations	72	10
100/6050/9	Airport	Level 2 Certificate for Airport Passenger Services Agents	33	10
100/5376/1	Animation	Level 2 Certificate in Animation	49	10
100/5220/3	Art and Design	Level 2 Certificate in Art and Design	54	10
100/5221/5	Art and Design	Level 3 Certificate in Art and Design	64	10
100/3943/0	Cabin Crew	Level 2 Certificate in Airline Cabin Crew	38	10
500/2128/X	Care	Level 2 Certificate for Non-Care Workers in Care Settings	45	10
500/1910/7	Care	Level 3 Certificate in Palliative Care	44	10
100/1187/0	Children and Young People	Level 2 Certificate in Developing Skills for Working with Children and Young People	38	10
500/3435/2	Children and Young People	Level 2 Award in Safeguarding Children and Young People	38	10
500/4129/0	Conflict	Level 2 Certificate in Conflict Management	33	10
100/3164/9	Craft	Level 1 Certificate in Creative Craft	24	10
100/3165/0	Craft	Level 2 Certificate in Creative Craft	24	10
100/3166/2	Craft	Level 3 Certificate in Creative Craft	44	10
500/2334/2	Craft	Level 2 Extended Certificate in Creative Craft	44	10
500/3332/3	Creative	Level 3 Introductory Award in Business for the Creative Industries	28	10
500/3334/7	Creative	Level 3 Award in Business for the Creative Industries	55	10
500/3333/5	Creative	Level 3 Certificate in Business for the Creative Industries	64	10
500/3284/7	Creative	Level 3 Extended Certificate in Business for the Creative Industries	85	10
500/3275/6	Creative	Level 3 Diploma in Business for the Creative Industries	95	10
500/3162/4	Creative	Level 3 Extended Diploma in Business for the Creative Industries	82	10
500/1467/5	Dementia	Level 2 Certificate in Dementia Awareness	44	10
100/2489/X	Drugs	Level 1 Certificate in Drug Awareness	25	combined fee
100/2490/6	Drugs	Level 2 Certificate in Drug Awareness Studies and their Applications	33	10
100/2471/2	Early Years	Level 2 Certificate in Developing Skills for Early Years Practice	44	10
100/1188/2	Employment	Level 1 Certificate in Employment Skills	30	combined fee
100/1189/4	Employment	Level 2 Certificate in Employment Skills	30	combined fee
500/3127/2	Enterprise	Level 1 Award in Exploring Enterprise Capabilities	26	combined fee
500/3126/0	Enterprise	Level 1 Certificate in Exploring Enterprise Capabilities	31	combined fee
500/1325/7	Enterprise	Level 2 Award for Developing Enterprise Capabilities	31	combined fee
500/1326/9	Enterprise	Level 2 Certificate for Developing Enterprise Capabilities	46	10

## National Qualifications Framework

Accreditation No.	Keyword	Qualification Title	Registration Fee £	Certification Fee £
100/4425/5	Equality and Diversity	Level 2 Certificate in Equality and Diversity	34	10
500/2160/6	Events	Level 2 Certificate in Event Planning	38	10
500/2161/8	Events	Level 3 Certificate in Event Management	85	10
100/2380/X	Exercise	Level 1 Certificate in Exercise Studies	30	combined fee
100/6039/X	Exercise	Level 2 Certificate in Improving Personal Exercise and Nutrition	38	10
500/2233/7	Fitness	Level 2 Certificate in Fitness Instructing	44	10
500/2235/0	Fitness	Level 3 Certificate in Advanced Fitness Instructing	60	10
500/3384/0	Fire	Level 2 Certificate in Fire Risk Assessment	25	combined fee
100/5204/5	Graphic Design	Level 1 Certificate in Graphic Design	38	10
100/5205/7	Graphic Design	Level 2 Certificate in Graphic Design	44	10
100/4427/9	Health and Safety	Level 2 Certificate in Occupational Health and Safety	34	10
100/5168/5	Interactive Media	Level 1 Certificate in Interactive Media	38	10
100/5169/7	Interactive Media	Level 2 Certificate in Interactive Media	44	10
100/5170/3	Interactive Media	Level 3 Certificate in Interactive Media	75	10
500/3170/3	Interactive Media	Level 2 Diploma in Interactive Media and Animation	80	10
100/1325/8	Literacy	Entry Level Certificate in Adult Literacy	21	combined fee
100/2029/9	Literacy	Level 1 Certificate in Adult Literacy	10	combined fee
100/2030/5	Literacy	Level 2 Certificate in Adult Literacy	10	combined fee
100/6226/9	Medicine	Level 2 Certificate in Safe Handling of Medicines	34	10
500/2985/X	Mental Health	Level 1 Certificate in Mental Health Awareness	25	10
500/2984/8	Mental Health	Level 2 Certificate in Working with People with Mental Health Issues	44	10
100/6245/2	Money Management	Level 1 Certificate in Personal Money Management	30	combined fee
100/2076/7	Moving and Handling	Level 2 Certificate in Safer Moving and Handling (Including People)	25	combined fee
500/1142/x	Music	Level 1 Introductory Award in Music Technology	30	combined fee
500/1143/1	Music	Level 1 Award in Music Technology	38	10
500/1140/6	Music	Level 1 Certificate in Music Technology	49	10
500/1234/4	Music	Level 1 Diploma in Music Technology	64	10
500/1176/5	Music	Level 1 Extended Certificate in Music Technology	54	10
500/1141/8	Music	Level 1 Extended Diploma in Music Technology	72	10
500/4338/9	Music	Level 2 Introductory Award in Music Technology	30	10
500/4331/6	Music	Level 2 Award in Music Technology	38	10

## NCFE Qualifications and Awards

### Detailed Prices 2009–10 – Alphabetical by Keyword

Accreditation No.	Keyword	Qualification Title	Registration Fee £	Certification Fee £
500/4334/1	Music	Level 2 Certificate in Music Technology	49	combined fee
500/4333/X	Music	Level 2 Extended Certificate in Music Technology	54	10
500/4332/8	Music	Level 2 Diploma in Music Technology	64	10
500/4246/4	Music	Level 2 Extended Diploma in Music Technology	72	10
500/3074/7	Music	Level 2 Introductory Award in Music Business	30	combined fee
500/3116/8	Music	Level 2 Award in Music Business	38	10
500/3115/6	Music	Level 2 Certificate in Music Business	49	10
500/3130/2	Music	Level 2 Extended Certificate in Music Business	54	10
500/3114/4	Music	Level 2 Diploma in Music Business	64	10
500/2934/4	Music	Level 2 Extended Diploma in Music Business	72	10
100/1433/0	Numeracy	Entry Level Certificate in Adult Numeracy	21	combined fee
100/2135/8	Numeracy	Level 1 Certificate in Adult Numeracy	10	combined fee
100/2136/X	Numeracy	Level 2 Certificate in Adult Numeracy	10	combined fee
100/4426/7	Nutrition and Health	Level 2 Certificate in Nutrition and Health	34	10
100/5644/0	Outdoor	Level 3 Certificate in Outdoor Industry	77	10
100/1961/3	Performance	Level 1 Certificate in Performance Skills	44	10
100/1962/5	Performance	Level 2 Certificate in Performance Skills	44	10
100/2294/6	Personal Development	Level 3 Certificate in Personal Effectiveness at Work	50	10
100/5211/2	Personal Development	Entry Level Certificate in Making Progress	21	combined fee
100/5212/4	Personal Development	Entry Level Certificate in Solving Problems	21	combined fee
100/5637/3	Personal Development	Entry Level Certificate in ICT	21	combined fee
100/5210/0	Personal Development	Entry Level Certificate in Working Together	21	combined fee
100/5715/8	Photography	Level 1 Certificate In Photography	38	10
100/5716/X	Photography	Level 2 Certificate in Photography	38	10
500/4088/1	Podcasting	Level 1 Award in Podcasting	30	combined fee
500/5992/0	Quality Assurance	Level 3 Award in Assessing Candidates using a Range of Methods (A1)	19	10
500/5994/4	Quality Assurance	Level 3 Award in Assessing Candidates' Performance through Observation (A2)	19	10
500/5991/9	Quality Assurance	Level 4 Award in Conducting Internal Quality Assurance of the Assessment Process (V1)	19	10
500/1322/1	Radio	Level 1 Introductory Award in Radio Production	30	combined fee
500/1319/1	Radio	Level 1 Award in Radio Production	38	10
500/1337/3	Radio	Level 1 Certificate in Radio Production	49	10

## National Qualifications Framework

Accreditation No.	Keyword	Qualification Title	Registration Fee £	Certification Fee £
500/1318/X	Radio	Level 1 Extended Certificate in Radio Production	72	10
500/1320/8	Radio	Level 1 Diploma in Radio Production	64	10
500/1321/X	Radio	Level 1 Extended Diploma in Radio Production	72	10
500/1196/0	Radio	Level 2 Introductory Award in Radio Production	30	combined fee
500/1195/9	Radio	Level 2 Award in Radio Production	38	10
500/1194/7	Radio	Level 2 Certificate in Radio Production	49	10
500/1199/6	Radio	Level 2 Extended Certificate in Radio Production	54	10
500/1198/4	Radio	Level 2 Diploma in Radio Production	64	10
500/1197/2	Radio	Level 2 Extended Diploma in Radio Production	72	10
500/4228/2	Retail	Level 2 National Certificate for Personal Licence Holders	25	combined fee
500/2129/1	Support and Mentoring	Level 1 Certificate in Peer Support and Mentoring	45	10
500/2003/1	Support and Mentoring	Level 2 Certificate in Work Based Support and Mentoring	38	10
100/1793/8	Sustainable Development	Level 1 Certificate in Sustainable Development	30	combined fee
500/1040/2	Sustainable Development	Level 2 Certificate in Sustainable Development	33	10
500/5044/8	Teaching	Level 2 Award in Developing Skills for Supporting Teaching and Learning in Schools	33	10
500/5069/2	Teaching	Level 2 Certificate in Supporting Teaching and Learning in Schools	49	10
500/5070/9	Teaching	Level 2 Extended Certificate in Supporting Teaching and Learning in Schools	64	10
500/5034/5	Teaching	Level 3 Certificate in Supporting Teaching and Learning in Schools	54	10
100/5717/1	Theatre	Level 1 Certificate in Technical Theatre	38	10
500/2125/4	Travel and Tourism	Level 3 Certificate in Tour Management	65	10
500/2124/2	Travel and Tourism	Level 2 Certificate in Sustainable Tourism	45	10
500/2127/8	Travel and Tourism	Level 3 Certificate in Sustainable Tourism	50	10
500/2234/9	Travel and Tourism	Level 2 Certificate in Travel and Tourism	72	10
500/2126/6	Travel and Tourism	Level 3 Certificate in Travel and Tourism Management	65	10
500/1602/7	Uniform	Level 1 Certificate for Entry to the Uniformed Services	82	10
500/1597/7	Uniform	Level 2 Certificate for Entry to the Uniformed Services	72	10
500/1599/0	Uniform	Level 3 Certificate for Entry to the Uniformed Services	72	10
100/1488/3	Video	Level 2 Certificate in Video Production	49	10
500/2117/5	Volunteering	Level 2 Certificate in Volunteering	25	combined fee

## NCFE Qualifications and Awards

### Detailed Prices 2009–10 Key Skills

We're delighted to offer such competitive registration fees for Key Skills and not charge for proxies.

#### Key Skills

Accreditation No.	Qualification Title	Registration Fee £	Certification Fee £
100/0802/0	Level 1 Key Skills in Communication	10	combined fee
100/0803/2	Level 2 Key Skills in Communication	10	combined fee
100/0804/4	Level 3 Key Skills in Communication	10	combined fee
100/0805/6	Level 4 Key Skills in Communication	10	combined fee
100/0798/2	Level 1 Key Skills in Application of Number	10	combined fee
100/0799/4	Level 2 Key Skills in Application of Number	10	combined fee
100/0800/7	Level 3 Key Skills in Application of Number	10	combined fee
100/0801/9	Level 4 Key Skills in Application of Number	10	combined fee
100/0808/1	Level 1 Key Skills in Information and Communication Technology	10	combined fee
100/0807/X	Level 2 Key Skills in Information and Communication Technology	10	combined fee
100/0806/8	Level 3 Key Skills in Information and Communication Technology	10	combined fee
100/0809/3	Level 4 Key Skills in Information and Communication Technology	10	combined fee

#### Wider Key Skills

Accreditation No.	Qualification Title	Registration Fee £	Certification Fee £
100/3673/8	Level 1 Key Skills in Working with Others	10	combined fee
100/3676/3	Level 2 Key Skills in Working with Others	10	combined fee
100/3680/5	Level 3 Key Skills in Working with Others	10	combined fee
100/3683/0	Level 4 Key Skills in Working with Others	10	combined fee
100/3674/X	Level 1 Key Skills in Improving Own Learning and Performance	10	combined fee
100/3678/7	Level 2 Key Skills in Improving Own Learning and Performance	10	combined fee
100/3681/7	Level 3 Key Skills in Improving Own Learning and Performance	10	combined fee
100/3684/2	Level 4 Key Skills in Improving Own Learning and Performance	10	combined fee
100/3675/1	Level 1 Key Skills in Problem Solving	10	combined fee
100/3679/9	Level 2 Key Skills in Problem Solving	10	combined fee
100/3682/9	Level 3 Key Skills in Problem Solving	10	combined fee
100/3685/4	Level 4 Key Skills in Problem Solving	10	combined fee

We now 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.

## NCFE NVQs

### Detailed Prices 2009–10 Alphabetical by Keyword

We're delighted to announce that we've added a wide range of fantastic NVQs to our existing portfolio for 2009–10.

We feel confident that our NVQs will exceed your centre's expectations by being simple to use, competitively priced and backed up with exceptional customer service. What's more, our NVQs will be sure to meet employer needs and address the key issues of supplying an NVQ provision. Please see [www.ncfe.org.uk](http://www.ncfe.org.uk) for updates on Fees and Pricing for our NVQs.

Accreditation No.	Keyword	Qualification Title	Registration Fee £	Certification Fee £
500/3635/X	Advice	Level 2 NVQ in Advice and Guidance Support	70	10
500/3632/4	Advice	Level 3 NVQ in Advice and Guidance	83	10
500/3652/X	Advice	Level 4 NVQ in Advice and Guidance	114	10
500/6248/7	Business	Level 1 NVQ in Business and Administration	55	10
500/6249/9	Business	Level 2 NVQ in Business and Administration	60	10
500/6250/5	Business	Level 3 NVQ in Business and Administration	80	10
500/6251/7	Business	Level 4 NVQ in Business and Administration	100	10
500/5445/4	Cleaning	Level 1 NVQ in Cleaning and Support Services	60	10
500/5453/3	Cleaning	Level 2 NVQ in Cleaning and Support Services	75	10
500/5542/2	Customer Service	Level 1 NVQ in Customer Service	60	10
500/5544/6	Customer Service	Level 2 NVQ in Customer Service	70	10
500/5545/8	Customer Service	Level 3 NVQ in Customer Service	95	10
500/5450/8	Exercise	Level 2 NVQ in Instructing Exercise and Fitness	60	10
500/5451/X	Exercise	Level 3 NVQ in Instructing Physical Activity and Exercise	60	10
500/5579/3	Health and Safety	Level 3 NVQ in Occupational Health and Safety	100	10
500/5580/X	Health and Safety	Level 4 NVQ in Occupational Health and Safety Practice	120	10
500/5523/9	Health and Social Care	Level 2 NVQ in Health and Social Care	70	10
500/5522/7	Health and Social Care	Level 3 NVQ in Health and Social Care	90	10
500/5524/0	Health and Social Care	Level 4 NVQ in Health and Social Care	110	10
500/5543/4	Security	Level 2 NVQ in Providing Security Services	80	10
500/3631/2	Spectator	Level 2 NVQ in Spectator Safety	57	10
500/3633/6	Spectator	Level 3 NVQ in Spectator Safety	78	10
500/3656/7	Spectator	Level 4 NVQ in Spectator Safety Management	114	10
500/6102/1	Team Leading	Level 2 NVQ in Team Leading	60	10
500/6127/6	Witness Care	Level 3 NVQ in Witness Care	90	10

## National Awards

### Centre Approval Fees

Centres applying to offer their first NCFE qualification may be required to seek centre approval. In most cases this won't require a Centre Approval Visit to ensure the centre meets NCFE's requirements. However, 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 re-apply for centre approval, which may incur a further Centre Approval Visit fee.

### Award Approval Fees

Following initial centre approval, there are **no additional approval fees** for further NCFE National Awards.

### Registration and Certification Fees

Most NCFE National Awards are charged at an **all-inclusive fee of £28 per candidate**. This includes registration, certification, external verification (2 visits per year) and a National Award Specification.

### Letter of Unit Credit Fees

You can request a Letter of Unit Credit for any candidates who achieve at least one full unit of any NCFE National Award. Letters of Unit Credit are charged at **£10 per candidate**.

Fees for Letters of Unit Credit are invoiced on their issue to centres.

The National Awards currently available are:

NA Code	National Award Title	Registration Fee £	Certification Fee £
N003	Level 1 National Award in Effective Learning	28	combined fee
N005	Level 1 National Award in Customer Care	28	combined fee
N007	Level 1 Certificate in Interpersonal Skills	28	combined fee
3560	Initial Training for Classroom Assistants (Stage 1)	28	combined fee
3561	Initial Training for Classroom Assistants (Stage 2)	28	combined fee
3572	Level 1 National Award in Working with Children	28	combined fee
PE001	Pre-Entry Level Certificate in Personal Development	28	combined fee
3705	Diploma in Counselling	110	10

## National Partnership Awards

### Centre Approval Fees

Centres applying to offer their first NCFE qualification may be required to seek centre approval. In most cases this won't require a Centre Approval Visit to ensure the centre meets NCFE's requirements. However, 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 re-apply for centre approval, which may incur a further Centre Approval Visit fee.

### Award Approval Fees

Following initial centre approval, there are **no additional approval fees** for further National Partnership Awards (NPAs).

### Registration and Certification Fees

All NPAs are charged at an **all-inclusive fee of £20 per candidate**. This includes registration and certification.

### Letter of Unit Credit Fees

You can request a Letter of Unit Credit for any candidates who achieve at least one full unit of any NCFE National Partnership Award. Letters of Unit Credit are charged at **£10 per candidate**.

Fees for Letters of Unit Credit are invoiced on their issue to centres.

### Materials Fees

Fees for the compulsory supporting materials are set by NCFE's partner organisations and are available from the appropriate partner organisation on request, as set out below.

NPA Code	National Partnership Awards Title	Registration Fee £	Certification Fee £
NP00091NT	Level 2 Certificate in Active Citizenship	20	combined fee
NP00011NT	Level 2 Certificate in Customer Relations	20	combined fee
NP00082TT	Level 2 Certificate in Dementia Awareness	20	combined fee
NP50TPI	Level 2 Award in Effective Thinking Skills and Personal Growth – PX2	20	combined fee
NP0009NT	Level 2 Certificate in Food Hygiene and Safety	20	combined fee
NP00089NT	Level 2 Certificate in Handling Medicines Safely	20	combined fee
NP00087NT	Level 2 Certificate in Health and Safety at Work	20	combined fee
NP00086NT	Level 2 Certificate in Healthy Eating	20	combined fee
NP00035NT	Level 1 Certificate in Hospitality and Catering	20	combined fee
NP00090NT	Level 1 Certificate in Introduction to Citizenship	20	combined fee
NP00017NT	Level 2 Certificate in Logistics	20	combined fee
NP00024NT	Level 2 Certificate in Marketing	20	combined fee
NP0005NT	Level 2 Certificate in Personal Development	20	combined fee
NP00078NT	Level 2 Certificate in Provision of Activities in a Care Setting	20	combined fee
NP00074NT	Level 1 Certificate in the Theory of Safer Moving and Handling	20	combined fee
NP00084NT	Level 2 Certificate in Understanding Equality and Diversity	20	combined fee
NP00075NT	Level 1 Certificate in Understanding Infection Control	20	combined fee
NP00088NT	Level 2 Certificate in Understanding Infection Control	20	combined fee

Key to suffix

NT = Tribal Learning and Publishing

TT = The Nationwide Community Learning Partnership

PI = The Pacific Institute

Tel: 01904 550 110

Tel: 01452 527 888

Tel: 020 7727 9837

## Customised Awards

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 Administration Fee of £400 for centres offering additional qualifications outside of the Customised Award provision (see page 3).

### Centre Approval Fees

#### Half Day Approval Visit – £250

#### Full Day Approval Visit – £500

Centres applying to offer their first NCFE qualification may be required to seek centre approval; this will ensure the centre meets NCFE's requirements. In most cases this won't be required. However, please do bear in mind that if customers don't register any candidates for 2 consecutive years or more, they'll be required to re-apply for centre approval, which may incur a further Centre Approval Visit fee.

### Initial Accreditation Fee – £500

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

### Initial Accreditation Fee (Multi- Centre Customised Award) – £250

This fee applies where an NCFE centre has given permission to another NCFE centre to seek accreditation for their customised award which has already been accredited by us.

### 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).

### Registration and Certification Fees – £10 per learner

This fee represents a combined registration and certification fee. It 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.

### Letter of Unit Credit Fees

Customers can request a Letter of Unit Credit for any learners who achieve at least one full unit of any NCFE Customised Award. Letters of Unit Credit are charged at **£10 per learner**. Fees for Letters of Unit Credit are invoiced on their issue to centres.

## Investing in Quality licence

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 of 2 separate elements – an initial fee and an annual fee. Please note that there'll also be an Annual Administration Fee of £400 for centres offering additional qualifications outside of the IIQ provision (see page 3).

### 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 – £2,000

The annual fee contributes towards the costs of providing a team of Quality Advisors. It also covers the ongoing 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 Fees – £10 per learner

This fee is a combined registration and certification fee. It 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.

### Letter of Unit Credit Fees

Customers can request a Letter of Unit Credit for any learners who achieve at least one full unit of any NCFE IIQ programme. Letters of Unit Credit are charged at **£10 per learner**. Fees for Letters of Unit Credit are invoiced on their issue to centres.

### 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 £500** and is a one-off, non-refundable fee which contributes to the costs of the Quality Advisor and any travel expenses.

## Publications

Please note that there has been **no increase** in our publications fees for 2009–10.

**All NCFE publications are available free of charge, unless otherwise specified.**

Publication	Price
NQF Qualification Specification	FREE
NQF Qualification Information Sheet	FREE
NVQ Qualification Specification	FREE
NVQs The Essential Guide	FREE
NVQ Qualification Information Sheet	FREE
National Award Specification	FREE
National Partnership Award Specification	FREE
Candidate Information Pack	£5 per pack of 5
Directory of Products and Services	FREE
Investing In Quality Licence – Guidance Notes and Application Form	FREE
Centre Support Guide	FREE
Key Skills Information Pack	FREE
NCFE's Essential Guide to the Foundation Learning Tier (FLT)	FREE
NCFE's Essential Guide to Functional Skills	FREE
NCFE's Essential Guide to Workforce Development	FREE
NCFE's Essential Guide to Diplomas	FREE
NCFE's Essential Guide to Accreditation Services	FREE
NCFE's Essential Guide to the Qualifications and Credit Framework (QCF)	FREE
Take a Closer Look at NCFE	FREE

Please note that we have a variety of marketing and promotional materials in support of NCFE qualifications and awards.

All publications are available for download **free of charge** via [www.ncfe.org.uk](http://www.ncfe.org.uk), which features a comprehensive list of all NCFE's publications in the download section of the site.

To order copies of any of the above publications, please contact a member of our Admin team on 0191 239 8000 or email us at [info@ncfe.org.uk](mailto:info@ncfe.org.uk).

## Other Administrative Services

Appeals and Enquiries about Results	Fee
<b>Stage 1</b>	
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
The above categories may be applied to groups of candidates. In such cases, the fees will be as stated above per candidate in the group. Where a report is required, the fee will be £21 per candidate in the group, plus an additional fee of £11 for one report, which will be provided for the whole group.	
<b>Stage 2 Internal Appeals Panel</b>	£150
<b>Stage 3 External Appeals Panel</b>	£300

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

Fees for other categories of appeals	Fee
Stage 1 Review Panel	£150
Stage 2 Appeal Panel	£300
In all categories, the centre or candidate will incur an <b>additional</b> fee of £300 if a visit is required at any stage.	

Entries and Results	Fee
Fast Track Entry Fees	£10 per candidate
Fast Track Entry Fees where candidate is not previously registered	£15 per candidate plus usual registration fee
Resit Fees (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(s) from one external assessment qualification to another	£5 per candidate/ £25 per batch
Transfer of candidate answers if candidate has completed the question paper instead of candidate answer sheet	£30 per paper
Reissue of external assessment papers if lost or damaged by centre following safe delivery	£100 plus courier fee

## Other Administrative Services – Making Changes to Candidates and Batches

### Cancellations/Deletions/Withdrawals

Cancellations (or Deletions) are when candidates are cancelled or deleted from a batch permanently or when whole batches are cancelled or deleted permanently. This may be because of duplications or any other reason. Cancelled candidates or batches will show the status 'Cancelled'.

Candidates are withdrawn when the candidate has started the course and decided they will not finish. The withdrawn candidate will appear on the batch with a 'Withdrawn' status.

Changes to Candidate Details	Fee
Cancellation/deletion of duplicate candidates (Centre Error)	£5 per candidate £25 per batch (Original Registration fees will be refunded if cancellations are made within one month of the registration date.)
Cancellation/deletion of candidates for any other reason (Centre Error)	£5 per candidate £25 per batch (Original Registration fees will be refunded if cancellations are made within one month of the registration date.)
Cancellation/deletion of candidates for any reason (NCFE error)	FREE Original Registration fees refunded
Withdrawal of candidates	FREE (Original Registration fees will be refunded if withdrawals are made within one month of the registration date)

### Transfers

There are various reasons why a candidate may need to be transferred. The table below outlines the reasons and associated fees:

Changes to Candidate Details	Fee
Transfer of candidates from one batch to another	£5 per candidate (Original Registration fees refunded and new registration fee charged)
Transfer of candidates from one qualification to another	£5 per candidate £25 per batch (Original Registration fees refunded and new registration fee charged)
Transfer of candidates to different optional units within a qualification or to different levels within a qualification	£5 per candidate £25 per batch (Original Registration fees refunded and new registration fee charged)
Transfer of candidates from one session to another session	£5 per candidate £25 per batch (Original Registration fees refunded and new registration fee charged)
Transfer of candidates of any type due to NCFE error	FREE (Original Registration fees refunded and new registration fee charged)

## Other Administrative Services (Continued)

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

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	Fee
External Moderation – First 2 visits included within Registration and Certification fee	FREE
External Moderation – Subsequent visits (at centre's request or where deemed necessary by NCFE) – half day	£250
External Moderation – Subsequent visits (at centre's request or where deemed necessary by NCFE) – full day	£500
Advisory/Centre Support Visits (at centre's request) – half day	£250
Advisory/Centre Support Visits (at centre's request) – full day	£500
Advisory Visits (at centre's request) for IIQ – full day	£500
Centre Approval Visits – half day (if required)	£250
Centre Approval Visits – full day (if required)	£500

Training Events	Fee
Assessor and Internal Moderator Training	£130
Portfolio Building Training	£130



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# Switch to NCFE NVQs



Change can be daunting. Thankfully, making the switch to NCFE NVQs is simple and extremely straightforward. We're friendly, efficient, and committed to delivering exceptional customer service.

NCFE NVQs are written in plain English and are designed to be simple to deliver and administrate, with processes and documentation written to make sense to tutors, learners and employers. When you choose to offer NVQs through NCFE you'll benefit from our exceptional customer service, a dedicated named contact for your centre, and an easy to understand fees structure.

## It's easy to make the switch

### Already run NVQs?

If you're currently approved by another recognised awarding body we probably won't even need to carry out an approval visit.

Simply complete the [Application to offer additional products form](#) if you currently run NCFE qualifications, or the [Application to become an approved centre form](#) if you're new to NCFE. As soon as we receive your form you'll be automatically approved to start running the NVQs you've requested. It's as easy as that.

### New to running NVQs?

If you're not already approved to run NVQs the process is still very simple. You'll need to complete the [straightforward Application to become an approved centre form](#) if you're new to NCFE, or the [Application to offer additional products form](#) if you currently run NCFE qualifications. We'll arrange for an Approval Advisor to visit you to check you have everything in place to successfully deliver NCFE NVQs.

You can download both of these short forms and view the full list of our fantastic NVQs by visiting [www.ncfe.org.uk/nvqs](http://www.ncfe.org.uk/nvqs).