

# Changing Lives Through Learning



openawards

## Pricing Information

Effective from 1st August 2017

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Changing Lives Through Learning' is what drives us at Open Awards and we can only do this by working with and supporting our centres and learners.

We offer a truly personalised service that meets centres needs and grows to fit our learners aspirations and needs. There are no hidden charges and we strive to be transparent and accountable in all we do.

We look forward to working with you and would be delighted to discuss your needs as we seek to support you and your learners.



Heather Akehurst , CEO

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Business and Curriculum Planning

Quality Assurance

Administration and Processes

Customer Service

Experts

Regular e-bulletins and newsletters keeping you up-to-date with news in your sector.

Access to standardisation events and subject forums to share good practice and to network with other professionals.

Access to the Open Awards secure portal for simple and effective registration and award of your learners.

Resources

A range of online and in-house training and consultancy for your staff for their professional development.

Opportunities to develop bespoke qualifications, units and innovative curriculum.

The ability to obtain Direct Claim Status if you meet the required quality assurance standards.

Development



*'We are very happy with the service provided by Open Awards. We find the staff very helpful and friendly and this makes it easier to communicate and ask questions when needed. The support we get is 100% and this is appreciated by all staff.'*

Lesley Anderton, Training 2000

# New Centres

All centres who wish to offer Open Awards qualifications will go through an approval process, where one of our team will visit you to assess your systems and policies and offer support in the form of a Quality Improvement Action Plan. If you do not register learners for two consecutive years, you may be required to pay another Centre Recognition fee in order to be re-validated.

New Centre Recognition	£350*
Consortium Centre Recognition	£575

\*Occasionally centres may require additional support to achieve centre recognition. In such cases an additional charge of £250 may be applied to cover additional visits.

# Annual Recognition Fee

All centres pay an annual fee for renewal of their recognition status. This is based on the number of learners registered in the previous academic year, 1st August to 31st July.

Centre Type	Learners	Fee	Development Support Activities	Quality Assurance Activities
Gold	Up to 100 Learners	£350	1	2
Platinum	100+ Learners	£600	2	4

Consortium Annual Fee		
Centres	Fee	Development & Quality Assurance Roadshows
2-5	£900	4
6-10	£1,750	4
11+	£2,500	4

# Learner Registration Fees

## Regulated Qualifications

Level	Award	Certificate	Diploma
Entry	£22	£35	£85
Level 1	£27	£40	£85
Level 2	£30	£50	£95
Level 3	£30	£62	£95
Level 4 and above	£30	£62	£95
Functional Skills: Entry 1, 2 & 3	£15.50 per learner [paper-based]		
Functional Skills: Level 1 or 2	£15.50 per learner [online assessment] £5 supplement per component for paper-based		
Functional Skills Resits	Maths and ICT—£15.50 per learner English—£7.75 per component per learner  £5 supplement per component for paper based (Level 1 and Level 2)		
Compliance Qualifications	£8		
Compliance Qualifications Resits (within 12 months of registration)	£4 per assessment		

## Quality Endorsed Courses & Regulated Unit Delivery

For those not offering a full qualification but looking to develop bespoke accredited courses to suit individual needs of learners, we offer a range of regulated and quality endorsed units to meet your specific requirements.

<b>£4 per credit per learner</b>
Minimum charge of £15 and maximum of £120 based on intended credit value for achievement of the course.

Additional credits awarded above **course** or **qualification** credit value: £4 per credit, chargeable on award

## Registration Fee: £140 per Learner

The Open Awards Access to HE learner registration fee is a fully inclusive fee and includes access to the following services:

- Advice and guidance via your dedicated Access to HE Manager
- Design and delivery support for bespoke diplomas
- Development support to innovate your curriculum and delivery models
- Support through planned moderation
- Markbook

Learner registrations must be received within 12 weeks of the start date of the course and before a formal application to a higher education course through UCAS or any other application process is made. Learners may be withdrawn within 6 weeks of the start date after which time registrations are chargeable. For further details on registration and withdrawal of learners or any other Access to HE services and processes, please refer to the Access to HE Provider Handbook.

Late registration charge	£25 per learner
Administration charge for amendments	£25 per amendment
Amendment to Award of Credit	£100 per learner
Maladministration at Final Awards Board	£100
Certification/Transcript reissue	£25 [+ postage if overseas]
Letter of Confirmation of Achievement	£15 per course
Learner Achievement Report [electronic]	£15 per course
Archived Search Fee [non-refundable]	£50
Appeal [refunded if appeal upheld]	£30
Non-attendance at Standardisation event or training	£80 per delegate

## 'Approving Excellent Programmes'



The Open Awards Badge of Excellence has been designed to recognise excellent quality training and learning programmes that do not lend themselves to accredited programmes.

We believe these programmes deserve to be nationally recognised as an achievement and outcome for the learner.

The Badge of Excellence is a quality mark that recognises excellent learning provision and meaningful outcomes.

The Badge of Excellence process recognises and records progress and achievement. Learners will receive an Open Awards Certificate of Attendance on completion of the training programme.

The Badge of Excellence can be applied to a broad range of training and learning activities - building on Open Awards support and flexible approach. This could include face-to-face training; group activities; 1-1 support within a community; distance learning; e-learning; and work experience or placements.

Centre Approval [Not applicable for existing centres] Includes first training programme approval	£350
Training Programme Approval and Review [Review required every 2 years]	£250 per programme £1500 for unlimited training programmes
Certification fee per person	£10

Completing training recognised by the Open Awards Badge of Excellence does not lead to a regulated or quality endorsed course certificate.

# Training

Training is important at Open Awards, as we believe that supporting our centres will allow for continued growth and success. It will also help us to achieve our mission to support educational achievement for all learners.

We offer many training opportunities during the year including: malpractice, maladministration and plagiarism; peer observation; and approved internal verifier training. Please see our training brochure or website for information and prices for all our available training.

<b>Administration Training</b> [In-house and e-learning]	FREE [no limits on attendees]
<b>Approved Internal Verifier Training</b> [In-house and e-learning]	£80 — Renewed every 3 years [on approval from Lead Quality Reviewer only]
<b>Delivery and Assessment / Quality Assurance</b> [In-house and e-learning]	2 FREE places with Gold Recognition 3 FREE places with Platinum Recognition [then £80 per delegate in-house and e-learning]
<b>Standardisation Training (Mandatory)</b>	FREE [no limits on attendees]
<b>Bespoke Centre Training</b>	£250 for half a day / £500 for full day [plus expenses]
<b>Late Cancellation or Non-attendance</b>	£80 per delegate
<b>Transfer to another session</b>	£15 admin fee may apply

*'The level of information provided was outstanding. Open Awards gave me a lot of the supporting information I need for getting my courses off the ground, which has saved me valuable time.'*

Ruth Osborne-Thompson, Salford City College

*'It was very easy to navigate and all the exercises and quizzes were extremely practical and helped my understanding. The training was vital for my role. I now feel confident in all aspects of Delivery and Assessment with Open Awards.'*

Charlotte Widocks, Pure Innovations

# Business Development & Quality Assurance

Our team is focused on quality; it is vital that our robust quality assurance standards are upheld across all of our centres. Providing valuable support enables high-quality delivery to all Open Awards learners.

Centre Type	FREE Development Support Activities	FREE Quality Assurance Activities
Gold	1	2
Platinum	2	4

<b>Additional Business / Curriculum Support Activity</b>	£250
<b>Additional Remote Business / Curriculum Support Activity</b>	£125
<b>Additional Quality Assurance Activity</b>	£250
<b>Additional Remote Quality Assurance Activity</b>	£125
<b>Unit Development [Including a 5 year licence]</b>	£225 for first unit £95 per additional unit
<b>5 Year Unit Review</b>	£95
<b>Unit Amendment within 5 years</b>	£25
<b>Full Unit Review within 5 years</b>	£95
<b>Qualification Development:</b>	From:
<b>Award</b>	£1,000
<b>Certificate</b>	£1,500
<b>Diploma</b>	£2,000
<b>Full day Consultancy</b>	£500
<b>Half day Consultancy</b>	£250

## Late Fees & Charges

Our processes and policies have been designed to avoid unnecessary additional charges to centres. Please refer to the Centre Handbook for information on all policies and processes or speak to a member of our team. We do not set start or end dates for courses, these are the responsibility of our providers. The only stipulation is that the length of the course or qualification allows learners to complete the required guided learning hours.

<b>Registrations</b>	<b>Short courses</b> [15 weeks or less] have 25 working days to register from start date. <b>Long courses</b> [over 15 weeks] have 60 working days to register from start date.
<b>Late registrations</b>	£15 per learner
<b>Late or no upload of learner results to secure portal*</b>	£50
<b>Administration charge</b>	£25
<b>Certificate/ Transcript Reissue</b>	£25 [+ postage charge if overseas]
<b>Letter of Confirmation of Achievement</b>	£15 per course
<b>Learner Achievement Report [electronic]</b>	£15 per course
<b>Archived search fee</b>	£50
<b>Appeal</b>	£30

\*To safeguard the interest of learners and to ensure prompt certification, all results must be uploaded to the secure portal and verified within 3 months of the end date of the course/qualification. Where results are not uploaded and verified within this timescale the above charge will apply. It is your responsibility to advise Open Awards prior to the end date of the course if this timescale cannot be met. In this case Open Awards cannot guarantee that certification service standards will be met.

## Meeting Room Hire

We have excellent meeting room facilities available for meeting, events, interviews and workshops. The rooms are on the ground floor at Open Awards' head office building in Speke Estuary Business Park, with easy access to the motorway networks and John Lennon Airport.

- **Free Wifi**
- **Digital Projector and Screen**
- **Parking Available**
- **Accessible Building**
- **Separate bistro/breakout area**
- **Hot and cold drinks\***
- **Catering facilities\***

\*available on request for an additional cost.

Room Type	Capacity	Half Day	Full Day
Boardroom	22	£90	£170
Training Room	16	£70	£130
Combined Board/ Training Room	35	£150	£220
Small Training Room	8-10	£50	£100

For more information or to make a booking, visit [openawards.org.uk](https://openawards.org.uk)

## Payment Methods

We accept payment by BACS, online bank transfer, cheque or card. There will be a 2% charge for payment by credit card. Our invoicing policy can be found on our website [openawards.org.uk](https://openawards.org.uk).

We reserve the right to charge centres where visits are cancelled with less than 5 days' notice or, in certain circumstances, where the purpose of a visit cannot be carried out.