



Pricing Information

Effective from 1st August 2018



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Open Awards' success can only be achieved by working closely with our partners to understand your needs and aspirations, so that jointly we can seek to change lives through learning. Transparency and accountability are therefore at the heart of what we do.

Our processes and services are clearly set out in this leaflet, to allow you to see exactly what you receive for what you pay. We believe this enables people to make decisions effectively.

We are happy to have a conversation at any time around our services and pricing structure, so do please contact us.

Heather Akehurst, CEO

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Why work with us?



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One of the best features of working with Open Awards is the range of qualifications available which give us the opportunity to devise bespoke pathways for our students. The staff at Open Awards are always available and happy to help with any problems or queries.

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Setting up as an Open Awards Centre was painless and we were kept informed every step of the way. The paperwork is minimal compared to the massive burden of other providers which gives us more time to concentrate on our students.

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The most positive aspect of working with Open Awards is their understanding of the workload and pressures on Access tutors. Feedback is taken on board and processes are developed to help rather than hinder us. Open Awards work closely with us to streamline procedures and ensure that resources are tutor friendly

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New Centres

All centres who wish to offer Open Awards qualifications will go through an approval process, where one of our team will work with you to assess your systems and policies and offer support in the form of a Quality Improvement 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-approved.

New Centre Recognition	£450
Additional Moderation Visit	£250 [plus expenses]



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	Training Sessions
Gold	Up to 100 Learners	£400	1	2	2
Platinum	100+ Learners	£650	2	4	3

Learner Registration Fees

Regulated Qualifications

	Award	Certificate	Extended Cert	Diploma
Entry Level	£23	£36	£50	£87
Level 1	£28	£42	£58	£87
Level 2	£31	£52	£72	£97
Level 3	£31	£64		£97
Level 4 and above	£31	£64		£97
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			

Unit Courses

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

£4 per credit per learner

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 are charged at £4 per credit, chargeable on award.

Access to Higher Education



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

Late registration charge (Please see the Access to HE Centre Handbook for registration timescales)	£40 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
Archive Search Fee [non-refundable]	£50
Appeal [refunded if appeal upheld]	£30
Non-attendance at Standardisation event or training	£85 per delegate
Additional Moderation or FAB Visit	£250 [plus expenses]

Badge of Excellence

‘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.

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

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 supportive 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	£450
Training Programme Approval and Review [Review required every 2 years]	£250 per programme £2500 for unlimited training programmes
Certification fee per person	£10

Completing training recognised by the Open Awards Badge of Excellence does not lead to a qualification or unit course certificate.

Training and Events

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



Administration Training [In-house and e-learning]	FREE [no limits on attendees]
Approved Internal Verifier Training [In-house and e-learning]	£85 — Renewed every 3 years [on approval from Lead Quality Reviewer only]
Delivery and Assessment / Quality Assurance [In-house and e-learning]	2 FREE places with Gold Recognition 3 FREE places with Platinum Recognition [then £85 per delegate in-house and e-]
Standardisation Events	FREE [no limits on attendees]
Bespoke Centre Training	£250 for half a day / £500 for full day [plus expenses]
Late Cancellation or Non-attendance	£85 per delegate
Transfer to another session	£15 admin fee may apply

Open Awards offers a range of training to support our centres on an annual basis, as well as events and workshops to support you with your curriculum and delivery.

Please visit www.openawards.org.uk or contact the team for the latest training available and booking information.

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 with both your quality assurance processes and your curriculum and business planning 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

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

Late Fees, Charges & Payment Methods

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.

Registrations (for Ofqual-regulated qualifications and individual unit courses)	Short courses [15 weeks or less] have 25 working days to register from start date. Long courses [over 15 weeks] have 60 working days to register from start date.
Late registrations	£15 per learner
Late or no upload of learner results to secure portal*	£50
Administration charge for amendments	£25
Certificate/ transcript reissue	£25 [+ postage charge if overseas]
Letter of Confirmation of Achievement	£15 per course
Learner Achievement Report [electronic]	£15 per course
Archive search fee [non-refundable]	£50
Appeal [refunded if appeal upheld]	£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.**

We accept payment by BACS, online bank transfer, cheque or card. Our invoicing policy can be found at www.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.



Meeting Room Hire

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

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| <ul style="list-style-type: none"> • Free wifi • Digital projector and screen • Parking available • Accessible building | <ul style="list-style-type: none"> • Separate bistro/breakout area • Hot and cold drinks* • Catering facilities (available for meetings on request for an additional cost.) |
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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
Buzz Room	8-10	£50	£100



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**Changing Lives
Through Learning**

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