

Other Fees and Charges

Administration

Open Awards aims to keep additional administrative charges to a minimum. The fees below apply where an additional service is requested or the published policies and procedures have not been met.

For further information, please refer to the Provider Handbook.

Late Registrations (<i>Regulated Qualifications and Units Courses</i>)	£21 <i>per learner</i>
Late Registration (<i>Access to HE</i>)	£60 <i>per learner</i>
Late Submissions of Results	£31 <i>per learner</i>
Administration Charge	£31
Certificate/ Transcript Reissue	£47 <i>[plus overseas postage cost]</i>
Letter of Confirmation of Achievement	£47 <i>per course</i>
Learner Achievement Report (<i>electronic</i>)	£29.50 <i>per course</i>
Archive Search Fee (<i>non-refundable</i>)	£100

Enquiries and Appeals

The fees below apply to formal enquiries and appeals relating to assessment results or Open Awards decisions. Please see our Enquiries and Appeals policy for more information. Fees will be refunded where an enquiry or appeal is upheld.

Stage 1 - Enquiries	
Examination/ assessment results – review of marking (includes administration check)	£65 <i>per learner</i>
Learner Assessment Feedback Report	£110
Enquiries about provider-marked assessment decisions	£110
Open Awards EQA/ CASS decision	£230 <i>per course run</i>

Stage 2 - Appeal	
Appeal against the outcome of an enquiry	£125 <i>per enquiry</i>
Appeal against a decision regarding an application for reasonable adjustment or special consideration	£31 <i>per learner</i>
Appeal against sanctions	£340
All other appeals - affecting one learner	£230
All other appeals – where the same case affects multiple learners (Note: if an appeal relates to different cases, multiple fees apply)	£340 <i>per case</i>

Stage 3 – Independent Appeals Board	
Appeal against a decision regarding an application for reasonable adjustment or special consideration	£100 <i>per learner</i>
All other appeals	£230 <i>per learner</i> or £340 <i>per case review</i>

Quality Assurance and Training

Open Awards offers a range of additional quality assurance and training services to support providers. These optional services complement the support included within the annual Provider Recognition Fee.

Additional Quality Assurance Support	£250 (<i>half day</i>) £500 (<i>full day</i>) <i>[Plus expenses if onsite visit.]</i>
Bespoke Training	<i>Price upon request</i>
Online Courses	<i>Please visit our website for course prices.</i>

Any training that Open Awards requires providers to complete to support the delivery of qualifications, units or courses is included within provider approval and is provided free of charge.

Business and Product Development

Open Awards offers a range of curriculum and product development services to support providers in developing high-quality learning programmes that meet learner and employer needs.

Curriculum Planning Support	£250 (<i>half day</i>) £500 (<i>full day</i>) <i>Plus expenses if onsite visit.</i>
Unit Development	£185 <i>per unit</i>
Unit Review (<i>minimum every 5 years</i>)	£185 <i>per unit</i>
Unit Amendment (<i>within 5-years</i>)	£42 <i>per unit</i>
Qualification Development	From: <i>Award - £1000</i> <i>Certificate - £1500</i> <i>Diploma - £2000</i>