

Accredited Training

Certa Accredited Training is available to training providers in the UK, and provides a quality mark for training provision with a certificate of attendance for each learner. The model is suitable for non-assessed training or where assessment / achievement is optional.

Application Fee: £300

Course Accreditation Fee (annual): £300/course

Or

Unlimited Courses Accreditation Fee (annual):
£2,000 fixed

We then operate a tiered, combined registration and certification fees model, which is designed to reward those that use this service across higher volumes of learners.

	Charge Per Learner
First 50 certificates in operating year	£15.00
51 - 100	£12.50
101 - 150	£10.00
All additional certificates after 150	£7.50

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National Training Centre

More information about Certa's National Quality Assurance Training Centre can be found in the Training and Events Catalogue. The NTC also offers consultancy services including inductions for new centres, and authoring training materials and assessments. Please contact enquiries@certa.org.uk for more information and prices (£300 per half day / £500 per full day).

Bespoke Qualification Development

Do you have an idea for a new qualification? We are always happy to discuss bespoke qualification developments; please contact the Product Research and Development team (development@certa.org.uk) for an informal discussion or a quotation.

For information about our Pre-Issue External Review of Assessment Tasks (PIER Service) and Postal External Verification, please visit our website www.certa.org.uk

Bank details for direct payments

Bank: Barclays plc
Sort code: 20-48-42
Account no: 40034142

Cheques payable to: **Certa**
Our payment terms are 30 days from date of invoice

For more information and details on our charges please visit our website

W: certa.org.uk
T: 01924 434 600
E: enquiries@certa.org.uk

Certa House
Lower Warrengate
Wakefield
WF1 1SA

Registered Company No: 3773914
Registered Charity No: 1088839



Summary Guide to Charging and Services

(effective from 1st August 2016)

All charges are exempt from VAT



Centre Recognition fees

As an approved Centre you'll pay an annual fee to access our full range of accreditation services.

If you're an existing Centre the fee is banded according to the number of learners you registered during the previous operating year (which runs from 01 August to 31 July). If you're new to working with us this will be based on an estimate.

If the number of learners you register with us during the year exceeds the maximum number within the band you were charged for, an invoice will be issued for the difference at the end of the year.

Band	No. of learners	Annual fee	Compliance monitoring visits	EV/DCS visits
A	Up to 49	£350	1	1
B	50 - 99	£600	1	2
C	100 - 499	£1,000	1	3
D	500 plus	£2,000	1	5

The annual Centre Recognition fee includes the above listed number of visits per year, to ensure you're complying with Certa's Centre Recognition requirements.

Compliance Monitoring visits and EV/DCS confirmation visits typically last up to half a day. It is therefore possible to schedule two 'visits' of different types to happen on the same day, to minimise disruption for your staff. This is particularly common for Centres with DCS, where the DCS Confirmation will normally happen immediately after Compliance Monitoring. If you have any queries on allocations, please contact the Quality team at quality@certa.org.uk

Applying to become a Centre

If you're new to working with us you'll be charged an administrative fee of £300 on receipt of your application form, to cover the process of becoming a recognised centre.

Additional Quality Assurance fees

Where our quality monitoring indicates that extra visits are necessary, or you request an additional visit, the charges below will apply.

Additional Centre visits

£260 per half day / £500 per full day

Please note any cancellations must be confirmed in writing at least 24 hours prior to the visit. Cancellations made after this time will incur a standard half day visit charge, due to the Quality Reviewer visit fees remaining payable.

Learner Registration fees

For Certa courses made up of regulated qualifications or un-regulated units we charge a single fee when you register your learners, which also covers the costs of certification (see overleaf for certification fees for accreditation training courses). The fee per learner is based on the total number of credits each learner is expected to achieve (intended credit value). Please note that we do not refund fees in the event that learners withdraw or underachieve.

Intended credit value (ICV)	Charge per learner
1-3	£17.50
4-6	£27.50
7-9	£33.00
10-12	£44.50
13-15	£55.00
16-18	£65.50
19-21	£76.00
22-24	£86.50
25-30	£97.00
31 plus	£107.50

If learners achieve credits in addition to those originally charged, we will issue a follow up invoice on award of the further credits.

Additional fees

We make a charge for additional general consultancy: £300 per half day/£500 per full day

Appeals

An administrative fee of £50 will be charged for lodging an appeal, this will be refunded if the appeal is successful.

All Replacement Certificates: £25

Other administration fees: (eg. learner amendment/correction/deletion/non-attendance of mandatory events) from £50

Processing deadlines and late fees

Short courses (15 weeks or less)

Registrations must be received within 25 working days from the start date of the course.

Longer courses (more than 15 weeks)

Registrations must be received within 40 working days from the start date of the course.

Please note: an additional fee of £50 per learner will apply to any registrations received after these deadlines.

Recommendations for the Award of Credit Forms (RACs)

RACs (results forms) returned more than 12 months after the course end date (without prior agreement) will incur a late fee of £150.

Access to HE Diploma fees

Approval and Registration fees

Approval to run the first Diploma: £1,000
Approval to run additional Diplomas: £500
Registration Charge per student: £120

Additional fees

- Registrations received 10 weeks after the course start date: £50 per student
- Request to add/amend/delete students: £50 per student
- RPL requests received after 30 April: £50 per student
- Students registered during the week of the scheduled Awards Board: additional £120 per student
- Re-convened Awards Boards: £345
- Referral processing fee: from £50 per referral
- Non-attendance at AVA events: £100

Awards Boards

All post Awards Board requests for student changes will incur a Quality Intervention charge: minimum of £50 per student.

Please note that an additional discretionary charge will be made to cover the cost of any administrative service or support required in relation to Awards Boards that is not covered by our usual terms.

Other administration fees: from £50