

# FEES & PRICE LIST

October 2020 - December 2021



## Introduction

At OAL, we feel that it's important to tell you exactly what we charge and what you get in return, making the whole process open, honest and easy to understand. We endeavour to ensure that all of our qualification prices are competitive in the market and that they reflect the level of quality and rigour of our products, and the service that you receive.

The fees listed in this document are applicable from the end of October 2020 and are correct at the time of issue. We are committed to maintaining these fee prices for all of 2021 and will only adjust them if external economic circumstances put pressure on us to do so.

# Occupational Awards Ltd.

We operate over a variety of sectors;

- Food and Drink
- Furniture
- Health and Safety
- Catering
- Engineering and Manufacturing
- Learning and Development

We are experts in our field and strive to be dynamic and innovative in curriculum, qualification and End Point Assessment. We provide high quality customer service and are responsive to the needs of our customers, learners and apprentices.

Our qualifications, handbooks and resources are developed with the end user in mind to support our customers through each stage of the journey. We are committed to continuous improvement and welcome feedback from our customers so that we can continually improve the products and services we provide.

We provide End Point Assessment Services for circa 30 standards across a range of sectors. For further information on our EPA apprenticeship fees and our EPA services please email our customer service team who will provide you with the relevant information.

Visit our website at: [www.oawards.co.uk](http://www.oawards.co.uk) to ensure you are as up to date as possible on the wide range of services that we offer and our latest news stories and customer good news stories.

If you have any queries please email: [customerservice@oawards.co.uk](mailto:customerservice@oawards.co.uk)



# Contents

|   |           |
|---|-----------|
| <b>Centre &amp; Administration Fees</b>           | <b>4</b>  |
| Approval Fees                                     | 4         |
| Administration Fees                               | 5         |
| Visits and Training Fees                          | 5         |
| Appeals   | 6         |
| <b>Qualification Fees</b>                         | <b>7</b>  |
| Engineering, Manufacturing, Sales and Procurement | 7         |
| Food and Drink                                    | 7         |
| Furniture and Wood                                | 8         |
| Health and Safety                                 | 9         |
| Learning and Development                          | 9         |
| <b>Endorsed and Bespoke Programme Development</b> | <b>10</b> |



# Centre & Administration Fees

## Approval fees

| Fee related to:           | Cost         | What's included  |
|---------------------------|--------------|--|
| Centre approval           | £600         | Initial review of application<br>Full desktop review of your application<br>Access to our Online portal<br>Centre approval<br>Also includes approval for up to 3 qualifications<br>Access to all resources through our online portal |
| Approval visits           | £350         | For centres requiring a face to face or online approval visit with one of our External Quality Assurance team  |
| Qualification Approvals   | £150         | Fee per qualification applied for after the initial 3 free qualifications  |
| Annual Centre Renewal Fee | £250 to £500 | Annual centre fee to be introduced from January 2021.  |

## Centre approval

The centre approval fee only applies to new centres who don't already work with OAL and covers the cost of the approval process and approval for the current session. This includes the cost of the approval visit. This is a one off fee to become an OAL approved centre.

This fee includes the initial quality review of all your centre policies and procedures. It also includes the qualification approval process for up to 3 qualifications if these are applied for at the same time as the centre approval.

## Annual approval

This will be discussed and agreed during your account management meetings with our Head of Customer Support and Business Development. It is based on the volume of registrations and the range of qualifications you are approved for. Includes:

- Continued access to our [online](#) portal
- Access to all resources and materials to support the qualifications & delivery
- Training & support as required and available

It also includes the free Annual visit by External Quality Assurance team, and ongoing support from your dedicated EQA as required. This is a minimum, EQA visits are more frequent than this depending on the level of support and intervention required by the Centre and the volume of learners per qualification.

## Administration fees

### Cancellations

Cancellations are when learners or whole batches of learners are removed from a qualification, not to be re-instated. If you cancel your learners within 5 working days of registering them, the registration fee will be refunded. After 5 working days you will not have the registration fee refunded. The cancellation fee will apply to both scenarios.

Cancellation of learners (individual) £20.00 Cancellation of learners (batch) £25.00

### Withdrawals

Withdrawals are when learners or whole batches of learners are temporarily removed from a qualification. No refund or fee applies and these learner can be unwithdrawn if they continue on the qualification.

### Certification fees

Replacement certificate and proof of qualification the fee below applies if a replacement certificate needs to be issued for reasons such as a learner's name being registered incorrectly, or a learner losing their certificate. We can also provide proof of qualification without reissuing a certificate

|                          |     |
|--------------------------|-----|
| Replacement certificate  | £30 |
| Proof of qualification   | £25 |
| Statement of achievement | £25 |

## Additional visit and training fees

### Additional Visits

Visit fees are to cover the cost of approval, support or additional quality assurance visits. If you wish to cancel a pre-arranged and confirmed visit, we need to receive the request 10 working days before the visit date. If we don't receive notice the relevant visit fee will apply

| Visit length   | Site Visit | Remote Visit |
|----------------|------------|--------------|
| Half day visit | £300       | £150         |
| Full Day visit | £600       | £300         |

## Training

We offer bespoke centre training events. If you require training and development for your team on any of our qualifications or the standards we deliver or any other topic from the suggested list below please get in touch.

As a registered centre and as part of your yearly annual approval fee we provide individual support sessions and free webinar training on a variety of topics.

(If required, Trainers' expenses are charged in addition to the below costs and can vary).

| Training Session  | Cost  |
|---|---|
| Assessor and Internal Quality Assurance Training                    | £175.00 per delegate                                    |
| Invigilation training   | £325.00 per event<br>Bespoke event (up to 10 delegates) |
| Bespoke event (1 – 10 delegates)                                    | £700.00   |
| Bespoke event (11 - 20 delegates)                                   | £1000.00 (£125 per additional delegate over 20)         |
| Training day (sector/qualification specific)                        | £175.00 per delegate                                    |
| Bespoke Training Event on End Point Assessment (Up to 10 delegates) | £700  |

If you are interested in finding out more about the training and support we can provide please email: [customerservice@oawards.co.uk](mailto:customerservice@oawards.co.uk) for more information and a personal discussion to meet your needs will be arranged with a member of our team.

## Appeals and Remarking EPA Knowledge tests

A fee is charged for an appeal submission or a request to remark a Knowledge Test. If the appeal or remark outcome is not in favour of the appellant, we will invoice the correct fee. (This fee will be charged to the provider and not to learners). Please refer to our appeals policy for details on each stage.

|                                    |  |
|------------------------------------|--|
| Appeal - Stage 1                   | £150.00  |
| Appeal—Stage 2                     | £100 additional  |
| Independent Appeals Review—Stage 3 | £250.00  |
| Remark of Knowledge Test Only      | £50 anything further would follow the normal appeals process and incur those costs |

**For a copy of our appeals policy and process please visit our website at [oawards.co.uk](http://oawards.co.uk)**

# Qualification Fees

## Engineering, Manufacturing, Sales & Procurement

Fees for Each Qualification

| Product No. | Product Name  | Fees |
|-------------|---|------|
| 603/1179/4  | OAL Level 2 Certificate in Food Manufacturing Excellence      | £65  |
| 603/6783/0  | OAL L2 Diploma in Manufacturing (Knowledge & Skills)          | £100 |
| 603/2139/8  | OAL Level 2 Diploma in Retail Operations                      | £100 |
| 603/3574/9  | L2 Diploma in Retail & Visual Merchandising Operations        | £100 |
| 603/1879/X  | OAL Level 3 Certificate in Food Manufacturing Excellence      | £75  |
| 603/1389/4  | OAL Level 3 Diploma in Food Technology                        | £145 |
| 603/2374/7  | OAL Level 3 Diploma in Food and Drink Engineering Maintenance | £195 |
| 603/2155/6  | L3 Diploma in Retail Team Leading                             | £100 |
| 601/3161/6  | OAL Level 3 Diploma in Supply Chain Practice (FMCG)           | £125 |

## Food and Drink

Fees for Each Qualification

| Product No. | Product Name   | Fees |
|-------------|--|------|
| 603/1072/8  | OAL Level 2 Award in Food Safety                             | £10  |
| 603/1039/X  | OAL Level 2 Award in Food Allergen Awareness and Control     | £10  |
| 603/3024/7  | OAL Level 2 Award Health and Safety in the Food Supply Chain | £10  |
| 603/2931/2  | OAL Level 2 Award in Knife Skills for Food Processing        | £10  |
| 603/1179/4  | OAL Level 2 Certificate in Food Manufacturing Excellence     | £65  |
| 603/2473/9  | OAL Level 2 Diploma in Bakery                                | £125 |
| 603/2897/6  | OAL Level 2 Diploma in Butchery                              | £125 |
| 603/2859/9  | OAL Level 2 Diploma in Fishmongery                           | £125 |
| 603/0127/2  | OAL Level 2 Diploma in Food and Drink Process Operations     | £125 |
| 603/1073/X  | OAL Level 3 Award in Food Safety Supervision                 | £30  |
| 603/3028/4  | OAL Level 3 Award Health and Safety in the Food Supply Chain | £30  |
| 603/1879/X  | OAL Level 3 Certificate in Food Manufacturing Excellence     | £75  |
| 603/0138/7  | OAL Level 3 Diploma in Food and Drink Operations             | £145 |
| 603/1389/4  | OAL Level 3 Diploma in Food Technology                       | £145 |



## Furniture and Wood

### Fees for Each Qualification

| Product No | Product Name  | Fees |
|------------|---|------|
| 601/7336/1 | OAL Level 1 Diploma in Furniture Occupations  | £50  |
| 603/2546/x | OAL L2 Diploma in Solid Surfaces  | £75  |
| 603/0183/1 | OAL Level 2 in Understanding the Furniture, Furnishings & Interiors Industry  | £90  |
| 601/7613/1 | OAL Level 2 NVQ Certificate in Upholstery   | £65  |
| 601/7609/X | OAL Level 2 NVQ Diploma in Finishing Furniture<br>This qualification has 2 pathways:<br>Hand finishing<br>Spray Finishing | £65  |
| 603/0210/0 | OAL Level 2 in Modern Upholstery  | £100 |
| 601/7730/5 | OAL Level 2 Diploma in Furnishings - Modern Upholstery  | £65  |
| 601/7628/3 | OAL Level 2 NVQ Diploma in Furniture and Wood Processing - CNC Machining  | £65  |
| 601/8443/7 | OAL Level 2 NVQ in Timber Treatment   | £100 |
| 601/7611/8 | OAL Level 2 NVQ Diploma in Fitted Furniture Installation  | £65  |
| 601/8723/2 | OAL Level 2 NVQ in Installing Timber Decking and Cladding   | £100 |
| 601/7607/6 | OAL Level 2 NVQ in Furniture Making   | £65  |
| 603/0204/5 | OAL Level 2 NVQ in Bed Making<br>This qualification has 2 pathways:<br>Divan and Headboard<br>Mattress Making             | £100 |
| 603/0213/6 | OAL Level 2 NVQ in Wood machining   | £100 |
| 603/0206/9 | OAL Level 2 NVQ in Fitted Furniture Installation  | £100 |
| 603/2238/X | OAL Level 2 NVQ in Shop Fitting Installation  | £100 |
| 601/7617/9 | OAL Level 2 NVQ Diploma in Wood Products Manufacturing  | £65  |
| 601/7731/7 | OAL Level 2 Diploma in Furniture Finishing Methods  | £65  |
| 601/7732/9 | OAL Level 2 Diploma in Furniture Installation   | £65  |
| 601/7734/2 | OAL Level 2 Diploma in Furniture Spray Finishing Methods  | £65  |
| 601/7735/4 | OAL Level 2 Diploma in Wood Machining   | £65  |
| 601/7733/0 | OAL Level 2 Diploma in Furniture Making   | £65  |
| 601/7608/8 | OAL Level 3 NVQ Diploma in Furniture Making   | £65  |
| 601/7612/X | OAL Level 3 NVQ Diploma in Fitted Furniture Installation  | £75  |
| 601/6658/7 | OAL Level 3 Diploma in Wood Products Manufacturing  | £75  |
| 601/6659/9 | OAL Level 3 Diploma in Furniture and Wood Processing  | £75  |
| 601/7740/8 | OAL Level 3 Diploma in in Wood Machining  | £75  |
| 601/7739/1 | OAL Level 3 Diploma In Wood Machining - CNC Machines  | £75  |



## Health and Safety

Fees for Each Qualification

| Product No | Product Name   | Fees |
|------------|--|------|
| 601/8344/5 | OAL Level 2 in Manual handling safely in the workplace             | £10  |
| 603/0137/5 | OAL Level 2 Award in Principles of HACCP Based Food Safety Systems | £10  |
| 603/1072/8 | OAL Level 2 Award in Food Safety                                   | £10  |
| 603/1116/2 | OAL Level 2 Award in HACCP-Based Food Safety Management Systems    | £10  |
| 603/3024/7 | OAL L2 Award Health & Safety in Food Supply Chain Business         | £10  |
| 601/6678/2 | OAL Level 3 Award in Health and Safety in the Workplace            | £50  |
| 603/1073/X | OAL Level 3 Award in Food Safety Supervision                       | £30  |
| 601/6679/4 | OAL Level 3 Diploma in Occupational Health and Safety              | £100 |
| 603/1436/9 | OAL Level 3 Award in HACCP Management                              | £30  |
| 603/3028/4 | L3 Award H&S in Food Supply Chain                                  | £30  |
| 603/1276/2 | OAL Level 5 Diploma in Occupational Health and Safety Practice     | £100 |

## Learning and Development

Fees for Each Qualification

| Product No | Product Name   | Fees |
|------------|--|------|
| 603/1071/6 | OAL Level 3 Award in Assessing Vocational Achievement                                | £50  |
| 601/7367/1 | OAL L3 Certificate in Learning & Development   | £75  |
| 601/6680/0 | OAL Level 3 Certificate in Assessing Vocational Achievement                          | £85  |
| 603/3966/4 | OAL Level 3 Diploma in Learning and Development Practice                             | £75  |
| 603/3258/X | OAL Level 4 External Quality Assurance of Assessment                                 | £50  |
| 603/1059/5 | OAL Level 4 Award in Grading and Moderation of Vocational Assessment                 | £50  |
| 601/6681/2 | OAL Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice | £50  |
| 601/7364/6 | OAL L4 Diploma in Learning & Development   | £75  |

# Endorsed and Bespoke Programme Development

We offer quality assurance and support for Endorsed Programme development and if you want to develop unit accreditation for specific learning activities.

OAL offers its customers a unit accreditation and endorsed programme service that is both well-established and extremely popular. It enables Colleges and Learning Providers to offer truly unique bespoke designed programmes and/or units of learning that meet the precise needs of their organisation and their learners. OALs product development and quality teams are highly skilled and very experienced in this area and will support you through every step of the unit/programme development process.

We are here to help you to deliver outstanding, innovative and high quality programmes that will support learner achievement across all sectors. We will support you throughout from start to finish and, if you call, someone will be on hand to deal with you promptly and effectively. You will never be without help whatever your need.

Please get in touch with our Head of Quality and Compliance if you are interested in developing these programmes. Email: [quality@oawards.co.uk](mailto:quality@oawards.co.uk) for more information.

