

# Qualifications

## Fees & Price List

### 2023



## Introduction

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

The fees listed in this document are applicable from the 1st of January 2023 and are correct at the time of issue. We review our fees on a year-by-year basis and have not increased these in the last three years. We are committed, as a not-for-profit organisation, to only adjusting our fees when external economic circumstances put pressure on us to do so.

***Support, Surpass, Succeed***

# Occupational Awards Ltd.

We offer qualifications in a variety of occupational sectors. These are:

- Food and Drink
- Engineering and Manufacturing
- Health and Safety
- Retail
- Furniture and Wood
- Learning and Development

We are experts in our field and strive to be dynamic and innovative in curriculum design, qualification development and End Point Assessment. We pride ourselves on providing 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 them 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 40 standards across a range of sectors as well as qualifications to support the knowledge delivery of the standard. For further information on our EPA offer and services please email our customer service team who will provide you with all the relevant information [customerservice@oawards.co.uk](mailto:customerservice@oawards.co.uk)

Visit our website at: [www.oawards.co.uk](http://www.oawards.co.uk) for all our qualification and EPA specifications and to ensure you have all the most up to date information on all our activity and news stories.



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## Centre & Administration Fees

Fee related to:	Cost	What is included
Centre approval	<b>£700</b>  (50% will be invoiced when the centre approval process commences).	Initial review of your application. Full desk top review of your full application once completed. Access to our on-line portal. Centre approval and qualification approval for up to 3 qualifications. Access to all resources for the qualifications you are approved for on our on-line portal.
Additional Approval/EQA visits	<b>£500</b>	For centres requiring a face to face or on-line approval visit with one of External Quality Assurers.  This price is for each additional visit after the first free one included in current fees or if you cannot complete a desktop application and require an additional face to face support visit.
Qualification Approvals	<b>£200</b>	Fee per qualification applied for after the initial 3 approvals. Desk based price for desk review.
Annual Centre Renewal Fee	<b>£600 - £1,200</b>	Annual centre fee for maintaining approval for all qualifications. The amount payable is dependent on the number and volume of qualifications we need to conduct EQA visits for each year and the centre risk rating under CASS.  This fee includes a minimum of one free EQA visit per year.

## Centre Approval

The centre approval fee only applies to new centres who are not already approved for OAL qualifications. The cost covers the approval process and all the review and checking of policies and procedures, staff qualifications and CVs etc. to ensure your centre meets all the quality and regulatory requirements we need to have in place. The cost also covers an initial approval visit and the approval for up to 3 qualifications if these are applied for at the time of centre approval.

## Annual Approval

The annual approval cost covers one EQA visit per year to enable your centre to apply for certification for each of the qualifications you are approved for. It also provides you with on-going access to all our resources on the on-line portal if your centre and its staff are demonstrating you meet all the requirements in the Centre Contract, we send out for you to sign each year. Signing the centre contract is your centre confirming that you are still operating in the same way as when you applied for centre approval and that the quality and compliance requirements for continuing to offer OAL qualifications are in place.

## Qualification Design and Development

We can collaborate with you to design new qualifications or adapt and re-design them to meet your needs and employer requirements. If you would like to engage with this service, there are a number of stages we have to work through with you to ensure the qualification is designed and structured in the right way and will meet Ofqual regulatory requirements.

Our fees and process for this service are detailed below.

Activity	Fee
Initial meeting to discuss and scope out development requirements and agree all actions/ stages and plan employer and centre involvement. This will be a minimum of 1 - 2 hours and can be conducted face to face but also through MS Teams.	Free one hour session to discuss viability of request and further information required if completed by Teams/Zoom. If a face-to-face meeting is required/requested, then this will be charged at £300 to cover travel and other expenses.

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<p>Design and development of the qualification units, handbook, assessment materials. This also includes gaining Ofqual approval and creating the new qualification on our on-line portal.</p>	<p>£1,500 - £5,000</p> <p>Fee is dependent on level, size, and complexity of the qualification requirements. It also includes the approval fee for the qualification for you as a centre if you are already an approved centre with OAL.</p>
<p>Training your centre staff in the design and requirements of the qualification delivery and quality assurance.</p> <p>Fee includes training delivery staff and IQAs.</p>	<p>£1,500</p>



## Administration Fees

### Registrations

All learners must be registered when they start their OAL qualification as a minimum this must be within two months of them starting their programme with you. The qualification evidence that is provided for OAL to be able to effectively quality assure, and award certificates cannot pre-date the registration date.

### Cancellations and Withdrawals

Cancellations are when learners or whole batches of learners are removed from a qualification, not to be reinstated. 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 as we will incur the administration costs associated with the registration. A cancellation fee will be incurred of £25 per learner for an individual learner and £30 per learner for a batch of learners.

Withdrawals are when learners or whole batches of learners are temporarily removed from a qualification. No refund or fee applies, and these learners are withdrawn if this is completed on our portal in a timely manner and the reason for withdrawal provided.

### Certification Fees

Replacement certificates and proof of qualification fees apply. Please see the table below for our charges for this service. If a replacement certificate needs to be issued for reasons such as a learner's name being registered incorrectly, or if a learner loses their certificate, then the fee will apply.

We can provide proof of qualification for a small charge without reissuing a certificate. Please ensure you let customer service know this and they will support you with this process.

Activity	Cost
Replacement certificate	£40
Proof of qualification	£25
Statement of achievement	£25

## Additional Visits 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 a minimum of 10 working days before the visit date. If we do not receive notice in plenty of time, then the visit fee will apply.

Visit length	Site Visit	Remote Visit
Half day visit	£350	£200
Full Day visit	£700	£375

### 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 then please get in touch, and we can discuss your requirements and design training that meets your needs.

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 throughout the year. These are detailed on our website [www.oawards.co.uk](http://www.oawards.co.uk) and we also provide monthly updates in our newsletter.

Training Session	Cost
Assessor and Internal Quality Assurance Training	£180 per delegate
Invigilation training	£450 per event
Bespoke event (1 – 10 delegates)	£800
Bespoke event (11 - 20 delegates)	£1,200 (£125 per additional delegate over 20)
Training day (sector/qualification specific)	£185 per delegate
Bespoke Training Event on End Point Assessment (Up to 10 delegates)	£800



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 of 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 for this activity. (This fee will be charged to the provider not to the learner). Please refer to our appeals policy on our website for this process which provides details for appeals at each stage.

Stages of Process	Costs
Appeal - Stage 1	£200
Appeal - Stage 2	£150 additional cost on stage 1
Independent Appeals Review - Stage 3	£300
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 visit [www.oawards.co.uk](http://www.oawards.co.uk)

## Qualification Fees

For the qualification specification please go into the relevant sector on our website.

### Food and Drink

Qualification Number	Qualification Name	Fee
603/1072/8	OAL Level 2 Award in Food Safety	£15
603/1039/X	OAL Level 2 Award in Food Allergen Awareness and Control	£15
603/3024/7	OAL Level 2 Award Health and Safety in the Food Supply Chain	£15
603/2931/2	OAL Level 2 Award in Knife Skills for Food Processing	£15
603/2473/9	OAL Level 2 Diploma in Bakery	£135
603/2859/9	OAL Level 2 Diploma in Fishmongery	£135
603/3028/4	OAL Level 3 Award Health and Safety in the Food Supply Chain	£35
603/1389/4	OAL Level 3 Diploma in Food Technology	£160

### Engineering and Manufacturing

Qualification Number	Qualification Name	Fee
603/6783/0	OAL L2 Diploma in Manufacturing (Knowledge & Skills)	£110
603/1389/4	OAL Level 3 Diploma in Food Technology	£160
603/2374/7	OAL Level 3 Diploma in Food and Drink Engineering Maintenance	£210
610/1134/4	New Qualification for the new standard OAL Level 3 Diploma in Food and Drink Maintenance Engineering	£275
601/3161/6	OAL Level 3 Diploma in Supply Chain Practice (FMCG)	£145

### Health and Safety

Qualification Number	Qualification Name	Fee
601/8344/5	OAL Level 2 in Manual handling safely in the workplace	£15
601/6685/X	OAL Level 2 Award in Risk Assessment	£15
603/0137/5	OAL Level 2 Award in Principles of HACCP Based Food Safety Systems	£15
601/6678/2	OAL Level 3 Award in Health and Safety in the Workplace	£60
601/6682/4	OAL Level 3 Award in Behavioural Safety in the Workplace	£60

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610/0888/6	New Qualification provides IOSH accreditation. OAL Level 3 Certificate in Occupational Health and Safety Prac-	£95
603/3028/4	OAL Level 3 Award Health and Safety in the Food Supply Chain	£35

## Retail

Qualification	Qualification Name	Fee
603/3574/9	OAL level 2 Diploma in Retail & Visual Merchandising Operations	£115
603/7465/2	OAL Level 4 Diploma in Retail Management	£125

## Furniture and Wood

Qualification Number	Qualification Name	Fee
601/7336/1	OAL Level 1 Diploma in Furniture Occupations	£60
603/2546/X	OAL Level 2 Diploma in Solid Surfaces	£90
603/7737/9	OAL Level 2 Diploma in Design, Manufacturer and Installation of Fitted Furniture	£65

## Learning and Development

Qualification	Qualification Name	Fee
603/1071/6	OAL Level 3 Award in Assessing Vocational Achievement	£60
601/7367/1	OAL Level 3 Certificate in Learning & Development	£85
601/6680/0	OAL Level 3 Certificate in Assessing Vocational Achievement	£95
603/3966/4	OAL Level 3 Diploma in Learning and Development Practice	£85
603/3258/X	OAL Level 4 External Quality Assurance of Assessment	£60
603/1059/5	OAL Level 4 Awards in Grading and Moderation of Vocational Assessment	£60
601/6681/2	OAL Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice	£60
601/7364/6	OAL Level 4 Diploma in Learning & Development	£85

## Other Qualifications

Qualification Number	Qualification Name	Fee
603/7331/3	OAL Level 3 Award in Epilepsy and Administration of Buccal Midazolam	£15
610/0138/7	OAL Level 3 Award in Delivering Improved Driving Skills	£30

## 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 contact 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.

