

# Qualifi Pricing and Fees Structure 2020/2021

## Introduction

It is important that centres and proposed centres are made aware of Qualifi's pricing and fees and what the centre gets in return. This makes the whole fees process both transparent and easy to understand.

The fees for 2020/2021 are based on a transparent pricing model which calculates the cost of a qualification in terms of credit value and level. There are three overarching principles which underpin Qualifi's approach to fees:

- Value for Money
- Flexibility
- No hidden charges

To ensure our centres remain competitive in their given sector(s) we provide a range of quality services which are very reasonably priced.

There are no hidden costs to the qualification and unit pricing structure, which is based on the credit value and level. Qualifi offers a combined registration and certification fee for all its qualifications which gives a saving to the centre and reduces their administration costs.

As a condition of continued centre approval Qualifi require a minimum of 25 candidate registration for regulated and/or 50 certification requests for endorsed qualifications per annum from each centre. Where a centre fails to meet this requirement the centre will be required to pay a re-accreditation fee, inline line with Qualifi's standard centre accreditation fees for another calendar year.

Please visit the Qualifi [website](#) for the combined fees of our specific qualifications.

All certification of regulated qualification includes a certificate printed on secure paper outlining the level and qualification title together with the unit level and titles achieved as well as a unit transcript. Please note that the centre is required to cover any international postage and courier fees, if the requested certification dispatch is of less than 20 candidates.

All fees are invoiced for in GB Pounds sterling and unless a certificate of exemptions or a condition of eligibility is provided Value Added Tax (VAT) will be added.

\*All fees quoted are standard and any percentage reduction must be agreed in writing with Qualifi.

# Qualification Fees

## Combined Registration and Certification Fees for RQF Qualifications Available:

### HEALTH AND SOCIAL CARE

Qualifi Level 2 Diploma in Care (603/5128/7)	£180
Qualifi Level 3 Diploma in Health and Social Care (603/0819/9)	£180
Qualifi Level 4 Diploma in Health and Social Care (601/5958/0)	£240
Qualifi Level 5 Diploma in Health and Social Care (601/5442/1)	£280

### HEALTH AND SAFETY MANAGEMENT

Qualifi Level 6 Diploma in Occupational Health and Safety Management (603/5226/7)	£320
Qualifi Level 7 International Diploma in Occupational Health and Safety Management (603/5639/X)	£360

### HOSPITALITY AND CATERING

Qualifi Level 2 Diploma in Chinese Culinary Arts (603/4874/4)	£180
Qualifi Level 3 Diploma in Chinese Culinary Art (603/3164/1)	£280
Qualifi Level 3 Diploma in Hospitality and Tourism Management (603/4400/3)	£180
Qualifi Level 4 Diploma in Hospitality and Tourism Management (603/4399/0)	£240
Qualifi Level 4 Diploma in Chinese Culinary Arts Management (603/5188/3)	£240
Qualifi Level 5 Diploma in Hospitality and Tourism Management (603/4404/0)	£280
Qualifi Level 7 Diploma in Hospitality and Tourism Management (603/2655/4)	£360
Qualifi Level 2 Award in Food Hygiene, Safety and Professional Workplace Effectiveness (603/5849/X)	£180

### HUMAN RESOURCE MANAGEMENT

Qualifi Level 7 Diploma in Human Resource Management (603/0722/5)	£360
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### ACCOUNTING AND FINANCE

Qualifi Level 7 Diploma in Accounting and Finance (603/0723/7)	£360
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### LAW AND LEGAL SERVICES

Qualifi Level 7 Diploma in International Business Law (603/4199/3)	£360
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## **BUSINESS AND MANAGEMENT**

Qualifi Level 3 Diploma in Business Management (603/1102/2)	£180
Qualifi Level 3 Diploma in Introduction to Management (603/4373/4)	£180
Qualifi Level 3 Integrated Diploma in Business and Management (603/4730/2)	£360
Qualifi Level 3 Diploma in Innovation and Entrepreneurship (603/1051/0)	£180
Qualifi Level 4 Diploma in Entrepreneurship (603/4238/9)	£240
Qualifi Level 4 Diploma in Business Management (601/6048/2)	£240
Qualifi Level 4 Certificate in Developing a New Business Plan (603/3276/1)	£80
Qualifi Level 5 Diploma in Business Management (601/6049/4)	£280
Qualifi Level 5 Diploma in Business Enterprise (601/6050/0)	£280
Qualifi Level 6 Diploma in Business Administration (603/1037/6)	£320
Qualifi Level 7 Diploma in Executive Management (601/7656/8)	£360
Qualifi Level 7 Diploma in Business Strategy (603/5745/9)	£360
Qualifi Level 7 Diploma in CPD for Leadership (603/4994/3)	£360
Qualifi Level 7 Diploma in Strategic Management and Innovation (603/2900/2)	£360
Qualifi Level 7 Diploma in Strategic Management and Leadership (601/5335/0)	£360
Qualifi Level 8 Diploma in Strategic Management and Leadership (601/5362/3)	£720

## **INFORMATION TECHNOLOGY**

Qualifi Level 4 Diploma in Information Technology (603/4781/8)	£240
Qualifi Level 4 Diploma in IT – Networking (603/4782/X)	£240
Qualifi Level 4 Diploma in IT – Web Design (603/4783/1)	£240
Qualifi Level 4 Diploma in IT – E-commerce (603/4786/7)	£240
Qualifi Level 5 Diploma in Information Technology (603/4791/0)	£240
Qualifi Level 5 Diploma in IT – Networking (603/4792/2)	£240
Qualifi Level 5 Diploma in IT – Web Design (603/4793/4)	£240
Qualifi Level 5 Diploma in IT – E-commerce (603/4794/6)	£240

## **DATA SCIENCE**

Qualifi Level 7 Diploma in Data Science (603/6693/X)	£360
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## **CYBER SECURITY**

Qualifi Level 2 Diploma in Business Beginners in Cyber Security (603/3329/7)	£180
Qualifi Level 3 Diploma in Cyber Security Management and Operations (603/3334/0)	£180
Qualifi Level 4 Diploma in Cyber Security (603/3331/5)	£240
Qualifi Level 5 Diploma in Cyber Security (603/4139/7)	£280

## **LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

Qualifi Level 2 Award in International Supply Chain Operations (603/6632/1)	£180
Qualifi Level 2 Certificate in International Supply Chain Operations (603/6630/8)	£180
Qualifi Level 2 Diploma in International Supply Chain Operations (603/6631/X)	£180
Qualifi Level 7 Diploma in Logistics and Supply Chain Crisis Management (603/6067/7)	£360

## **EDUCATION, TEACHING AND COACHING**

Qualifi Level 3 Award in Education and Training (603/5680/7)	£180
Qualifi Level 3 Certificate in Teaching English as a Foreign Language (TEFL) (The TEFL Academy)(603/7201/1)	£180
Qualifi Level 4 Diploma in Coaching (603/1280/4)	£180
Qualifi Level 4 Certificate in Education and Training (603/6042/2)	£180
Qualifi Level 5 Diploma in Education and Training (603/6055/0)	£280
Qualifi Level 5 Certificate in Teaching English as a Foreign Language (TEFL) (603/3835/0)	£280
Qualifi Level 5 Certificate in Teaching Practice (TEFL) (The TEFL Academy) (603/4315/1)	£280
Level 5 Certificate in Teaching English as a Foreign Language with Practice (CertTEFL) (The TEFL Academy) (603/5428/8)	£280
Qualifi Level 6 Diploma in Global Teaching Practice (TELLAL Institute) (603/6814/7)	£360
Qualifi Level 6 Extended Diploma in Global Teaching Practice (TELLAL Institute) (603/6815/9)	£360
Qualifi Level 7 Extended Diploma in Health Coaching and Applied Nutrition (603/2953/1)	£360
Qualifi Level 7 Diploma in Educational Management and Leadership (603/6176/1)	£360

## **AESTHETIC PRACTICE**

Qualifi Level 5 Certificate in Aesthetic Practice (603/5209/7)	£280
Qualifi Level 7 Certificate in Aesthetic Practice (603/5210/3)	£360

## **CENTRE DEVELOPMENT QUALIFICATIONS – DELIVERED BY QUALIFI**

### **QUALITY ASSURANCE, TEACHING AND ASSESSMENT – FOR CENTRE STAFF AND ASSESSORS**

Qualifi Level 3 Certificate in Assessing Vocational Achievement (603/5650/9)	£450
Qualifi Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (603/5651/0)	£550
Qualifi Level 4 Award in Understanding the Principles and Practices of Internally Assuring the Quality of Assessment (603/6792/1)	£550
Qualifi Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice (603/6878/0)	£550
Qualifi Level 4 Award in the External Quality Assurance of Assessment Processes and Practice (603/6877/9)	£550

## **ENDORSED CPD/Training QUALIFICATIONS**

Initial assessment fee	£795
Certification fee	£75

### Single Unit Registration and Certification

All Levels, single unit fee	£75
Progress Letter fee	£15

### Online Learning and Assessment Resources

Where applicable, learning materials as well as access to Qualifi's learning platform are included in the fees above.

### Centres without registrations

Centres that have failed to register any learners, for any of its approved qualifications, for a continuous period of 12 months or more, will be subject to a further centre approval QA full day visit and the payment of centre accreditation fees for another year. During this time, the centre will be suspended and subject to a successful QA visit by Qualifi for an "approved centre" status review. No further registrations will be accepted during this review period.

### Centre Administration Fees

Type of Service	Fees (+ VAT)	Comments
Centre Approval application and compliance review	£1950	Non-refundable
Business Credit Check – single report	£25	Part of the due-diligence activities
Centre Approval QA visit (part of the centre application and compliance review)	FOC	One visit as part of the application review process within 6 months of application being submitted.
Centre QA visit full day (annual)	£500	Where there are multiple sites the visit may take up to 2 working days. Non-UK location can be a minimum of 3-5 working days or part days including travel days. UK locations only
Centre Approval QA visit – half day (annual)	£250	UK locations only
Centre Support/Additional Visit – Non-UK	£500	Non UK plus travel and accommodation fee will apply
Cancellation of pre-arranged/agreed UK	£250	5 days or less

centre visit		
Cancellation of pre-arranged/agreed Non UK centre visit	£250	5 days or less + all non refundable travel and accommodation

Annual Centre re-approval fee	£1950	Unless otherwise agreed
External Moderation - full day UK (or part day)	£250	Includes travel to and from centre location
Late Registration fees	+ 15%	Registrations not made within the permitted timescales will incur full fee + % shown
Cancellation of learner registration - individual	£25	For whatever reason
Cancellation of learner registrations – each cohort	£25	For whatever reason
Withdrawal of learner from the qualification	TBC*	If the learner wishes to resume within a 12-month period (and if the qualification is still available). Registration fees will not be refunded.
Accredited or Recognised Prior Learning validation	TBC*	For each Unit validated
Changes made to learner registration details	£25	Changes made within 30 days of registration will not be charged but supporting evidence must still be submitted relating to the reason for the changes.
Changes made to certificate details – individual replacement certificate	£45	This includes postage within the UK only. Signed for delivery service is extra and overseas charges will be payable. All fees must be paid in advance of replacement certificate being dispatched.

Certificates damaged/lost after safe delivery to the primary centre location	£150	Plus, the cost of a guaranteed delivery service/courier to the Primary centre.
Certificates posted through recorded courier services	1 to 9 certificates -£25  10 to 29 certificates - £35  30 to 39 certificates - £45  40 and above – Price will be confirmed after discussion with courier company	If a centre requested to use a recorded courier services

TBC\* Student registration fee for the specific qualification determined on case by case basis.

### **Invoicing**

Payment of all fees is due 30 days from the date of the invoice. Payment cannot be withheld unless the centre disputes the amount of the charges by notifying us in writing, within 14 days of receipt of an invoice, giving full details of the amounts disputed and the reason for the dispute of the charges.

Qualifi will only dispatch certificates or other documents, once it has received all cleared funds in advance, unless a special credit term is agreed in advance.

Unless good reason is given for non-payment of invoices by the due date, late payment interest at the rate of 8% plus current bank rate, as outlined in the Late Payment of Commercial Debts (Interest) Act 1998, will be charged.

**Please make BACs transfers payable to:**

Name: Qualifi Limited  
Name of Bank: NatWest Direct  
Sort Code: 60 24 77  
Account Number: 17889677  
BIC: NWBK GB 2L  
IBAN: GB90 NWBK 6024 7717 8896 77  
Reference (quote): Qualifi + invoice number

Company Registration No: 04619981 (England and Wales).  
VAT Registration No: 842 6445 22