

Pricing and fees 2020–2021

ASDAN Pricing and Fees

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Administration and approval fees

Centre registration

There are different levels of centre registration with ASDAN, depending upon which of our courses you would like to deliver.

- **Programmes registration:** £199 +VAT
Access to ASDAN Short Courses, Key Steps, Lift Off, Lifeskills Challenge and Stepping Stones programmes
- **Programmes plus centre registration:** £385 +VAT
Access to the full range of ASDAN programmes
- **Qualifications centre registration:** £509 +VAT
Access to the full range of ASDAN programmes and qualifications

Once registered, centres will be invoiced annually on the date of registration. Registration benefits include:

- high-quality, personalised support and advice from local area co-ordinators and ASDAN central office
- access to free local support and standardisation meetings, held regularly throughout the UK
- full access to theOrb, ASDAN's online resource bank, which contains hundreds of free teaching and learning resources
- the facility to purchase ASDAN publications and materials
- regular mailings and updates
- access to the members area of the website, containing assessment resources, online candidate registration, standards, meeting dates, student resources and much more

Qualification centre approval visit

The regulatory Conditions of Recognition require an awarding organisation to ensure that centres delivering qualifications:

- have adequate systems and physical and human resources in place to support the delivery and assessment of its qualifications
- fully understand the requirements of its qualification specifications, and the processes and procedures which support its quality assurance activities
- ensure that the interests of candidates are protected at all times

Each centre that registers to become an ASDAN qualification centre will require an approval visit which is chargeable to the centre. The centre approval visit fee is £325.

The following charges may apply if a visit is cancelled:

Cancellation period	Cancellation fee
More than 7 calendar days prior to the approval visit	No fee
Less than 7 calendar days prior to the approval visit	£325 – full fee is payable

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Training

Workshops

Throughout the year, ASDAN offers a wide range of staff development and training workshops. Held in venues across the UK and Ireland, these workshops offer a friendly, accessible and hands-on introduction to ASDAN's programmes and qualifications.

For the rest of the 2020/2021 academic year the workshop training will be offered in the form of webinars. The webinars will involve two sessions on the same day from 10am to 11.30am and from 1.30pm to 3pm. Training materials will be provided.

UK webinar costs

£160 for first delegate; £120 for each additional delegate.

Training is mandatory for the CoPE, AoPE, Personal Progress, Employability, EPQ and PSD qualifications and is highly recommended for anyone running or planning to run any ASDAN programmes. All workshops cover the processes involved, offer guidance on delivery and moderation and explain how to maximise the benefits of each programme. We recommend that both the centre's internal moderator/exams officer and course assessor attend training.

INSET training

Arranging an in-house training day/INSET in your centre is an alternative way to ensure your staff are equipped to deliver the wide range of ASDAN programmes and qualifications on offer. It can also encourage team-building and help develop a shared approach to ASDAN within your centre.

UK full-day INSET costs:

- £745 + expenses for up to 10 delegates
- £875 + expenses for 11-25 delegates
- £1445 + expenses for 26 + delegates

UK half-day INSET costs:

- £570 + expenses for up to 10 delegates
- £670 + expenses for 11-25 delegates
- £1080 + expenses for 26+ delegates

Expenses will consist of training packs, which are charged at £10.00 or £16.25 per pack, depending on the resources required.

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Qualifications – UK centres only

Standard qualification fee

All candidate registration costs shown below are per candidate, unless otherwise stated. The candidate registration fee covers the administrative costs of registering the candidate for the qualification, the student book where applicable, co-ordination of moderation and awarding/certification.

This fee includes a single candidate progressing from registration for the qualification through to award and it is important to note that the following assumptions are made:

1. The candidate passes all moderation at the first attempt, please see the ASDAN Pricing Guide for additional costs incurred should a candidate not pass all moderation.
2. The fee excludes any one-off registration fees that would not be paid again were further qualifications to be taken in the future
3. The fee excludes any periodic membership fees that would not have to be paid again were a second qualification to be taken in the same membership period.

Certificate of Personal Effectiveness	Levels 1 and 2	£29.95
	Level 3	£33.25
Award of Personal Effectiveness	Levels 1 and 2	£29.95
	Level 3	£33.25
Personal and Social Development	Award or Certificate all levels	£29.95
Wider Key Skills (Northern Ireland only)	Level 2	£9.25 (per skill)
	Level 3	£10.45 (per skill)
Extended Project Qualification (EPQ)	Level 3	£51.00
Personal Progress	Award	£29.95
	Certificate	£39.95
	Extended Certificate	£59.95
	Diploma	£84.95
Employability	Award or Certificate – all levels	£29.95

Top up fees will be invoiced where the qualification moderated for is at a higher/ larger level than originally entered.

Centres must submit a candidate registration and moderation request by the 31 October, for their qualification candidates for the current academic year and will be charged the candidate fees as above at this time.

EPQ moderation dates 2020–2021

Moderation for the EPQ follows the same pattern with other providers. The dates below show the deadlines for entering candidates for moderation and submitting marks.

Activity	Key dates for June 2021	Keys dates for November 2021
Deadline date for candidate registrations	30 October 2020	26 March 2021

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Deadline dates for submitting marks	7 May 2021	5 November 2021
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Late fees

- If a centre submits a candidate registration and moderation request **after the 31 October** but **before the 1 January** for the current academic year the centre will be charged the candidate fee as above plus a **£5.00** late fee per candidate.
- If a centre submits a candidate registration and moderation request **after the 1 January** for the **current academic year** the centre will be charged the candidate fee as above plus a **£10.00** late fee per candidate.
- New centres going through the approval process will be exempt from these late fees.

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Other qualification-related additional fees

Additional charges, over and above the candidate registration fees, may be made to centres in the event of the following circumstances:

- Late entry of candidate names, additions and withdrawals (see section on late fees on page 7)
- Moderations and visits over and above a centre's agreed annual moderation or visit opportunities (see section on moderation fees on page 8–9)
- Cancellation by the centre of a postal moderation
- Enquiries about results (see section on charges on page 9)
- Review of Moderation Outcome (EPQ) (see section on charges on page 9)
- Appeals (see section on charges on page 9)

These costs are for:

- Addition to or subtraction of details from the ASDAN database
- Review and re-identification of sample for portfolio moderation, due to late entry/withdrawal
- Additional administrative or External Quality Assurer staff time

Fees for changes made to candidate submissions

Below are the administrative charges applied for late candidate registration, changes or withdrawals in relation to candidate submissions and moderation. There are two levels of charges with examples given of where they may be applicable.

Fee	Examples where fee will be applied
£25.00	<ul style="list-style-type: none">• Failure to submit candidate names before the advertised deadline.• Additions, withdrawals or changes to entries not affecting the validity of the sample.
£65.00	<ul style="list-style-type: none">• Request to make any changes to the candidate names or units entered after the deadline, affecting the validity of the sample.• Failure to submit the requested sample.• Multiple issues with the submitted candidate names and/or units entered requiring re-submission.

Fees for additional moderation

As part of the centre registration fee centres are provided with up to two moderations per year. Additional moderation will be charged according to the number of candidates submitted on each occasion.

Number of candidates	Additional moderation fee
1 – 5	£100.00
6 – 14	£125.00
15 – 20	£155.00
20 +	£180.00

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Fees for cancelled moderations and approval visits

A fee will be charged if the centre cancels a moderation or approval visit without due notice (eg cancellation by the centre without sufficient time for the EQA to reallocate their time; or if the centre fails to subsequently submit a Candidate Registration and Submission Form or forward sampled portfolios to the EQA).

Cancellation period	Cancelled moderation fee
Cancellation 14 or more calendar days prior to moderation date	No charge
Cancellation 8-13 calendar days prior to moderation date	£105.00
Cancellation 1-7 calendar days prior to moderation date	£210.00

Replacement certificate costs

The charge for replacement certificates is £12.00 per certificate (plus postage and packaging, see page 5), unless the need for its issue is as a result of an error by ASDAN.

Charges for enquiries about results, review of moderation outcome (EPQ) and appeals*

If the appeal about a result is upheld, there will be no charge.

	Charge
Stage One: Enquiries about results	
Clerical check (Informal enquiries regarding assessment decisions)	No charge
Formal enquiry, consultation and written response	£60.00 (incl. postage and packaging)
Re-moderation of portfolios (based on sample size)	
• 1 – 5 candidates	£100.00
• 6 – 14 candidates	£125.00
• 15 – 20 candidates	£155.00
• 20+ candidates	£180
Stage Two: Appeals	£115
Stage Three: (Independent Review)	£190

Review of moderation outcome (for EPQ only)	Charge
Request for review of moderation outcome (not available for individual candidates)	£32.00 per candidate
Appeal following review of moderation outcome and/or other procedural decision (fee is charged per candidate in original sample)	£115
Independent review	£245

*Centres should refer to the Centre Guidance, or EPQ Centre Handbook for further details of how to request these services.

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Programmes

Student books can be purchased from the members area of the ASDAN website:
members.asdan.org.uk/shop

External moderation

The Personal Development and Preparing for Adulthood Programmes are externally moderated and this will largely take place at one of our advertised regional network events, however a postal moderation option is also available and is charged at £34 per sampled portfolio.

Certification costs

- Bronze, Silver, Gold £5.50
- Short Courses £2.35
- Transition Challenge £5.50
- Towards Independence £5.50
- Workright £5.50
- New Horizons £5.50
- Key Steps £2.35

The following have certificates provided free when a student book is purchased:

- Universities Award Student book and certification: £11.75
- Stepping Stones Student book and certification: £3.35

Postage and packaging for certificates will be charged for international centres only and the cost will be calculated depending on how many certificates are ordered.

Replacement certificate costs

The charge for replacement certificates is £12.00 per certificate (plus postage and packaging, see above), unless the need for its issue is as a result of an error by ASDAN.

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Customised Accreditation

Customised Accreditation is the process by which ASDAN accredits a programme that is already being offered or has been written by another organisation. We offer a bespoke arrangement to provide certificates to reward learners' achievement.

Centre registration

ASDAN will consult with the centre to find the best solution to their accreditation requirement and will draw up a customised agreement as part of the registration process, which will also include the reviewing of learning materials and delivery mechanisms of the programme/s to be accredited.

- The centre registration fee is £1299 +VAT

Customised Agreement Mapping/Admin Fee

- Customised set-up fee (first year only) £742.00 +VAT

The Customised mapping/admin fee is applied in the first year of a Customised Agreement during the setup period. It covers all ASDAN staff time to receive and examine any course content or material that the agreement will cover. The fee will also take into account all customer communication over the Customised Agreement set up period.

Certification

A bespoke candidate certificate will be issued upon request and will cost £8.35 (plus postage and packaging, see page 5).