



Pricing and Fees

2018/19



ASDAN Pricing and Fees

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Administration Fees

Centre Registration

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

- Short Courses centre registration: £182+VAT
Access to ASDAN Short Courses, Key Steps and Stepping Stones programmes
- Programmes centre registration: £364+VAT
Access to the full range of ASDAN programmes
- Qualifications centre registration: £395+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

Registration discount

Centres committing to register for a two-year period are able to take advantage of the following discounted rates:

- Short Courses centre registration: £314+VAT
- Programmes centre registration: £625+VAT
- Qualifications centre registration: £694+VAT

Centre Approval Visit

- Centre Approval Visit fee: £250+VAT (*This charge will be £325+ VAT as of the 1st January 2019*)

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Training

Workshops

Throughout the year, ASDAN offers a wide range of staff development 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. The majority of workshops are full-day courses with lunch, refreshments and training materials provided.

Training is mandatory for the CoPE, AoPE, Personal Progress, Employability, Wider Key Skills 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.

Cost

Full-day workshop: £213.15 for first delegate; £154.90 for each additional delegate

Half-day workshop: £126 for first delegate; £92.95 for each additional delegate

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.

Costs

Full-day INSET:

£665 + expenses for up to 10 delegates

£791.50 + expenses for 11-25 delegates

£1343 + expenses for 26 + delegates

Half-day INSET:

£495 + expenses for up to 10 delegates

£588.50 + expenses for 11-25 delegates

£989 + expenses for 26+ delegates

Hourly Rate:

£177.50 + expenses for up to 10 delegates

£203 + expenses for 11-25 delegates

£354.50 + expenses for 26+ delegates

Expenses will consist of training packs, which are charged at £9.65 or £15.75 per pack (depending on the resources required), and the cost of the trainer's travel. Once INSET is confirmed, an estimate of these costs will be available on request.

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Programmes

Student books can be purchased from the online shop within 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 £33 per sampled portfolio.

Certification costs

Bronze, Silver, Gold	£5.00
Short Courses	£2.15
Transition Challenge	£5.00
Towards Independence	£5.00 (Five modules per certificate)
Workright	£5.00
New Horizons	£5.00 (Optional external certification)
Key Steps	£2.15

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

Universities Award	Student book and certification: £10.65
Excelsis Award	Student book and certification: £13.55
Stepping Stones	Student book and certification: £3.05

Postage and packaging charges for certificate dispatch

Post & Packing – 1-5 Certificates	£2.10
Post & Packing – 6-40 Certificates	£3.20
Post & Packing – 40+ Certificates	£7.00

Replacement certificate costs

The charge for replacement certificates is £6.55 per certificate (plus postage & packaging), unless the need for its issue is as a result of an error by ASDAN.

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Qualifications

Candidate Registration

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, co-ordination of moderation and awarding/certification.

Certificate of Personal Effectiveness	Levels 1 and 2	£27.95
	Level 3	£32.25
Award of Personal Effectiveness	Levels 1 and 2	£27.95
	Level 3	£32.25
Personal and Social Development	Award or Certificate	£27.95
	Individual units	£14.50 (per unit)
Wider Key Skills	Levels 1 and 2	£8.95 (per skill)
	Level 3	£10.15 (per skill)
Event Volunteering	Award in Event Volunteering – all levels	£14.50
	Individual units	£14.50 (per unit)
Personal Progress	Award or Certificate	£27.95
	Diploma	£73.40
	Individual units	£14.50 (per unit)
Employability	Award or Certificate – Entry 2 to Level 2	£27.95
	Award or Certificate – Level 3	£32.25
	Individual units	£14.50 (per unit)

Moderation Fees for Pre-existing Candidates (adding units for the same qualification)

Where an existing candidate who has previously been submitted for a qualification is subsequently entered for further units at the same level, there will be an additional submission fee of £18.05 per candidate to cover the costs of moderating the additional units. This charge is in place of the full candidate registration fee and will be invoiced for after certification.

Where an existing candidate who has achieved the Entry Level 1 Award in Personal Progress (8 credits) or the Entry Level 1 Certificate in Personal Progress (14 credits), achieves further units in order to claim the Entry Level 1 Diploma in Personal Progress (37 credits) there will be an additional moderation fee of £51.05 to cover the costs of moderating the additional units.

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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 moderation entry, candidate registrations, additions and withdrawals
- Moderations and visits over and above a centre's agreed annual moderation or visit opportunities
- Cancellation by the centre of a postal moderation or visit
- Enquiries and appeals

These costs are for:

- Addition to or subtraction of details from the ASDAN database
- Dispatch of additional candidate registration forms, moderation records etc.
- Review and re-identification of sample for portfolio moderation, due to late entry/withdrawal
- Additional staff time

Fees for changes made to candidate submissions

Below are the administrative charges applied for late candidate registration, late entry/withdrawal and cancellations in relation to candidate submissions and moderation. There are three tiers of charges with examples given of where they may be applicable.

Fee Applicable	£21.95	£62.45	£164.75
Examples where fee will be applied	Failure to submit candidate registration form before the advertised deadline. Addition/Withdrawal to candidate registration form not affecting the sample.	Request to make any change to the candidate registration form after the deadline that invalidates the sample.	Failure to submit the requested sample. Multiple issues with the submitted candidate registration form requiring re-submission.

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The charge for additional, or for cancellation of, postal moderation

As part of the centre registration fee centres are provided with two free moderations per year. Additional postal or cancelled* moderations are chargeable and the fees are set out below, dependant on the number of candidates entered on each occasion.

Number of Candidates	Fee
1 – 20	£86.30
21 – 50	£106.60
50 +	£121.80

*A fee will be charged if the centre cancels a moderation without due notice (e.g. cancellation by the centre without sufficient time for the External Moderator to reallocate their time; or if the centre fails to subsequently submit a Candidate Registration and Submission Form or forward sampled portfolios to the EM).

The charge for additional, or for cancellation of, centre visits requested by the centre

The charge for additional centre visits, or for their cancellation, whether for moderation, general advice/support or as part of an appeal process, will be made at the rate currently charged for INSET training (£495 per half-day, £665 per full day, plus travel).

Replacement certificate costs

The charge for replacement certificates is £6.55 per certificate (plus postage & packaging), unless the need for its issue is as a result of an error by ASDAN.

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Charges for Enquiries and Appeals

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

	Minimum Charge	Charge per Candidate
Stage One: Enquiries about results		
Clerical check (Informal enquiries regarding assessment decisions)	No charge	No charge
Formal enquiry, consultation and written response	£56.75 (inc p&p)	£11.50 (inc p&p)
Re-moderation of portfolios	£495	£56.75 (inc p&p)
Stage Two: Appeals	£665 per day	
Stage Three: (Independent Review)	£665 per day	

ASDAN endeavours to accommodate all requests; however we reserve the right to postpone or cancel external moderations, tests or visits where QA deadlines have been missed.

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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.

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 £1256 + VAT.

Customised Agreement Mapping/Admin Fee

Customised set-up fee (first year only) is £720.50 + 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 £7.65 plus P&P.