



Fees and Charges
Open College Network
West Midlands



Welcome to Open College Network West Midlands. We are a national awarding organisation, regulated by Ofqual, the Welsh Government and the Quality Assurance Agency for Higher Education (QAA), to develop and award nationally recognised qualifications.

Welcome

Welcome to the Open College Network West Midlands Fees and Charges Brochure. We feel it is imperative to provide you with transparent fees and charges that show you exactly what we charge and what you will receive in return.

Our pricing model explains all of our charges and fees with no hidden costs. We pride ourselves in offering a pricing model that is honest and easy to understand whilst providing outstanding value for money.

Some Good Reasons to Choose us

- Outstanding** personalised customer service and support 
- National** accreditation, **local** service 
- Proven **expertise** in developing **vocational** qualifications and **credit based** learning 
- Quality assurance**, enhancement and improvement services 
- Responsive** and **flexible** qualification development service 
- Competitive** and **transparent** pricing 
- Diverse** range of qualifications 
- Charitable** organisation with **ethical** and **sustainable** business practices 

Working in Partnership

We believe in developing strong and long term partnerships with our Centres and work closely with industry experts including employers, trade bodies, sector skills councils, training providers and government departments/agencies to ensure our qualifications and accreditation services are fit for purpose. Unlike many large Awarding Organisations we are able to provide a highly flexible and responsive service, particularly with regards to our product development and business support services. Because all our Centres are allocated a dedicated Business Development Manager and Quality Assurer we are able to provide ongoing specialist and relationship management support.

Our Fees and Charges Explained

Our pricing model is simple and straightforward.

Centres that work with us are required to pay a one-off Centre Recognition Application Fee, and thereafter we operate on an Annual Centre Recognition Fee with pay as you go learner registration/certification charges. This means that when you make a registration payment with us, this also covers the cost of your learner certificate.

Standard Fees

Centre Recognition Application Fee

Organisations applying for Open College Network West Midlands Centre Recognition will be invoiced a non-refundable charge on receipt of their application form.

Standard Fee	with approval visit	£550
Fast Track Fee *	without approval visit	£300

* We operate a fast track approval process for established organisations that meet certain criteria.

Annual Centre Recognition Fee

This is an annual fee for the ongoing renewal of your Centre Recognition determined by the number of learner registrations during the previous year.

Type	Number of Learner Registrations	Charge
A	0 - 49 Registrations	£330
B	50 - 99 Registrations	£660
C	100 + Registrations	£1100

Would you like to work with a forward thinking, responsive and flexible National Awarding Organisation that offers outstanding personalised customer service and support? If so, apply to join us today!

We welcome any organisation that shares our passion about enabling learning and releasing the potential of people and their communities.

Are you new to delivering qualifications and need to work with a supportive, personal Awarding Body who is available to support you through each step of the accreditation process?

Perhaps you are simply looking for better value or better service compared with your existing awarding body arrangements?

If so, we can help improve things and becoming an approved Recognised Centre with us is a simple and supported process.

We want to work in genuine partnership with our Centres and we are always looking to work on a personal level to ensure local and bespoke needs can be met.



Centre Recognition Benefits Included

Support	<ul style="list-style-type: none"> • A dedicated Business Development Manager for ongoing curriculum support and general advice • Annual curriculum review meeting • Quality Assurance Support • A dedicated Business Support team for general enquiries, learner registrations and certification • Access to an extensive and growing range of Open College Network West Midlands regulated qualifications • Support to develop regulated qualifications or customised accreditation to meet your specific needs
Registration & Awards	<ul style="list-style-type: none"> • Registration and awards service with access to our secure online portal • Online qualification verification service
Training	<ul style="list-style-type: none"> • Invitations to attend training courses, briefing sessions, conferences and other Open College Network West Midlands events • Access to ongoing systems training • One free place per year on our Registration and Certification training course
Extras	<ul style="list-style-type: none"> • Use of the Open College Network West Midlands logo for published materials and websites • Open College Network West Midlands room hire facilities at a discounted rate • Automatic receipt of our e-Newsletters and postal mailings



Call a member of our Business Development Team today to find out how we could support your organisation.

Learner Registration/ Certification Charges

All Open College Network West Midlands qualifications are competitively priced based on the qualification level and size.

Qualification Charges

All Open College Network West Midlands qualifications are competitively priced based on the qualification level and size. Our qualification prices generally follow the pricing structure illustrated below but please note this is to be used as a guide only. Some qualifications may be competitively priced at different charges.

A full list of qualification charges is available upon request.

Prices start from:

Level	Award	Certificate	Diploma
Entry	£15.00	£31.50	£79.00
Level 1	£21.00	£47.00	£79.00
Level 2	£21.00	£56.00	£79.00
Level 3	£31.50	£56.00	£79.00
Level 4+	£42.00	£56.00	£79.00
Entry Level Functional Skills	£15.50		
Level 1 or 2 Functional Skills	£15.50		

Customised Accreditation Charges

Customised accreditation or unit based courses will be charged according to the total award of credits pertaining to each course. These costs are indicated below.

Credits	Charge Per Learner
1 - 3	£14.00
4 - 6	£21.00
7 - 9	£31.50
10 - 12	£42.00
13 - 15	£52.50
16 - 18	£63.00
19 - 21	£73.50
22 - 24	£84.00
25 - 30	£94.50
31+	£105.00

General Invoicing

Centres are invoiced at the point of registration for each learner registered on Open College Network West Midlands qualifications or courses. This fee is issued based on the qualification fee or the total number of intended credits each learner is aiming to achieve and is charged per learner.

If, at certification, a learner's credit achievement is greater than that indicated at the point of registration this will be invoiced according to the bands of credits displayed in the table above.



We pride ourselves on offering outstanding personalised customer service and support. For us, every customer is unique and important and we will focus on developing skills solutions to fit your individual business needs.

The list below gives an overview of some of the key products and services we offer:

- A wide range and comprehensive qualification offer across many different sectors
- Bespoke or specialised qualifications to meet specific needs and requirements
- Customised Accreditation Frameworks specific to your business
- Mapping of your existing training and development provision to regulated qualifications or customised accreditation
- Free on-line qualification certificate verification service
- Industry leading Registration and Awards system with your own dedicated 24/7 secure online portal
- Online learning courses and solutions
- Organisational Quality Endorsement Licensing schemes allowing you to develop your own internal courses with our stamp of approval and certifications for your learners
- Training Opportunities
- External Quality Assessment
- E-Certificates if required
- A wide range of resources – many free!

Additional Charges

These charges are avoidable but may be charged to Centres if applicable.

Late Registration Fee

Failure to register learners within the deadline dates explained below may incur a late registration fee of £15.00 per learner.

Learner Registration Deadlines

a) Short courses

Short courses are those of 15 weeks or fewer in duration. Learners on such courses must be registered with Open College Network West Midlands within 25 working days of the start of the course.

b) Long courses

Long courses are those of 16 weeks or more in duration. Learners on such courses must be registered with Open College Network West Midlands within 60 working days of the start of the course.

Registration Arrangements

Failure to register learners as indicated could result in difficulties in issuing the Recommendation for the Award of Credit form and may lead to a delay in issuing achievement certificates.

In all circumstances learners must be registered prior to the end of their course. Centres should note that where learners are registered more than once to the same unit/course/programme they will be charged for each registration.

If you have any difficulty complying with these arrangements, please contact us.

Qualification Development

We provide on-going support to our centres for all their qualification development requirements with a highly responsive and flexible service.

Please note that we may make a charge for this service depending on the nature and extent of the development. This will be reviewed on a case by case basis and our standard charge will be £260 per day. Please discuss any qualification development requirements with your Business Development Manager who will guide you through this process.



Additional Charges *continued*

Quality Assurance

All Recognised Centres will receive up to two quality assurance visits per year to ensure compliance with Centre Recognition requirements and to verify the award of credit.

Open College Network West Midlands will produce a Quality Improvement Plan for each Centre. Where this plan indicates that extra visits are deemed necessary or extra visits are requested by the Centre, we will make a charge for each visit or verification activity as indicated opposite.

Additional Quality Assurance	Fee
1/2 Day Visit	£170
Full Day Visit	£280
Subject verification postal sampling	£100

Training

We offer a wide-ranging training programme available to support Centres in offering Open College Network West Midlands accredited provision and to provide continuing professional development opportunities. As part of our Centre Recognition package, Centres will receive 1 free place per year on our 'Introduction to Registration and Certification using Quartzweb' training course.

Additional professional development training courses are also available; please visit the 'Training' section of our website for further information and fees.

Administration Charges

Replacement Certificate (posted within UK)	£31
Replacement Certificate (posted outside UK)	£41
Replacement Certificate Archive Search (Achievements prior to 1999)	£50
Refunds for Registration Errors	£25
General Administration Fees Minimum	£25 *

** A minimum charge of £25 may be applied where incorrect or incomplete documentation is submitted*

Bank Payments can be made by BACS transfer to Unity Trust Bank PLC using:
Sort Code: 60-83-01; Account No. 20234681



Talk to the team today...

Call our Business Development team on
01902 624230

Further information can be found on our
website: www.opencollnet.org.uk

Email us at: Enquiries@opencollnet.org.uk



Passionate about enabling learning and releasing the potential of people and their communities.

Open College Network West Midlands

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