

# **VQ Centre Schedule of Fees & Charges 2024**

### Introduction

MP Awards believes in being completely open, transparent and consistently fair in the way it conducts its business affairs, and this includes the fees and charges for its products and services.

MP Awards reviews its fees and charges on an annual basis.

Fees include:

- general support and advice
- initial consultancy/advisory visit
- quality assurance monitoring activities
- access to the online registration and awarding system
- assessment materials
- withdrawing candidates; however, the original registration charge is non-refundable
- secure return of candidate portfolios
- additional units taken as part of the qualification
- postal charges for certificates
- confirmation of candidate achievement data
- participation at standardisation events
- webinars
- newsletters

Following consultation with Approved Centres MP Awards are introducing a revised fee structure from January 2024. This no longer links to the number of qualifications offered or number of EQA interactions, but is a flat fee for all Centres.

### Further Information

For specific enquiries please contact Head Office:



**[vqadmin@mpawards.co.uk](mailto:vqadmin@mpawards.co.uk)**



**0115 972 6121**

CENTRE APPROVAL		Fee + VAT*
<b>New Centre Approval including:</b> <ul style="list-style-type: none"> <li>• assistance with application</li> <li>• staff approvals for qualifications at time of application</li> <li>• EQA visits in 1<sup>st</sup> year and ongoing support</li> <li>• assessment materials</li> <li>• non-refundable payment in advance</li> </ul>		<b>£2,600**</b>
<b>Annual Centre Renewal:</b> Invoiced in January each year and non-refundable. Payment terms 30 days from date of invoice.		
<b>Annual Renewal Fee:</b>		<b>£1750.00</b>
<b>Extending Centre Approval:</b> Existing Approved Centres wishing to extend their Portfolio of Qualifications including 2 Staff Approvals and access to assessment materials. Additional staff applications are charged at the standard rate.		<b>£165</b>
ADDITIONAL EQA VISITS		
<b>Additional EQA Visits:</b> MP Awards reserves the right to charge for extra EQA visits resulting from requests for further support – technical and/or administrative; levelling of sanctions; investigations; compliance issues; on-site PEV monitoring; etc.		<b>£410</b>
<b>Additional Remote Portfolio EQA Monitoring</b>	1 - 4 portfolios	<b>£50</b>
	5 - 10 portfolios	<b>£125</b>
	11 - maximum 15 portfolios	<b>£250</b>
CONSULTANCY/ADVISORY		
<b>Additional Consultancy or Advisory Visits</b>	MP Awards reserves the right to charge for additional consultancy and/or advisory visits. Charge include travel and/or overnight expenses.	<b>£450</b>
CANCELLATION CHARGES		
<b>Planned EQA Visits</b>	MP Awards reserves the right to charge for confirmed EQA Visits cancelled with <b>less than 48 hours' notice</b> excluding Saturdays and Sundays.	<b>£450</b>
STAFF APPROVALS		
<b>Staff Applications</b> Additional Staff Registrations following Centre Approval for individual qualifications [no charge for Centre Co-ordinators or Lead IQAs].		<b>£50</b>
CANDIDATE REGISTRATIONS		Fee + VAT*
<b>Registrations have a 'shelf-life'</b> Candidate registrations (excluding End-Point Assessments) will be subject to a shelf-life when registering and the following periods will apply. After this period the Candidate must be re-registered and fees will be applied as new registrations - refer to current Price List at the time of re-registration:		
<b>Levels 1 &amp; 2 or equivalent</b>	<b>18 months from date of registration</b>	<b>Refer to Price List</b>
<b>Levels 3 &amp; 4 or equivalent</b>	<b>24 months from date of registration</b>	<b>Refer to Price List</b>
<b>Levels 5 – 8 or equivalent</b>	<b>36 months from date of registration</b>	<b>Refer to Price List</b>

<b>CERTIFICATES</b>		
<b>Replacement and/or Duplicate Certificates</b>	Replacement Certificates issued when the original certificate has been returned to MP Awards. Duplicate Certificates issued when the original certificate cannot be located but the reprinted certificated will be marked up <b>DUPLICATE.</b>	<b>£47</b>
	First Aid Replacement/Duplicate Certificates	<b>£5</b>
<b>Additional Endorsements</b>	Candidates who achieve further endorsements that are to be added to the original certificate.	<b>£47</b>
<b>TRANSFERS</b>		
<b>Candidate Transferring to New Centre</b>	Candidates transferring to a New Centre; same qualification	<b>£57</b>
<b>Candidate Transferring Qualifications</b>	Candidates transferring from one qualification to another; a base admin charge of £36 will apply in all cases + any difference in qualification fees where the new qualification has a higher fee. However, if the registration period of the current qualification has <b>less than 6 months to its expiry date</b> for registration then a transfer is <b>not</b> possible. A new registration and the associated full registration fees will apply.	<b>£36+</b>
<b>Company Transfer</b>	Change of Co. Name/Transfer to New Company.	<b>£510</b>
<b>ENQUIRIES &amp; APPEALS</b>		
<b>Stage 1</b>	Initial Enquiry	<b>Free</b>
<b>Stage 2</b>	Internal Review (reimbursed if successful)	<b>£260</b>
<b>Stage 3</b>	Independent Review (reimbursed if successful)	<b>£520</b>
<b>SECTOR QUALIFICATIONS by LEVEL</b>		
All registration fees are non-refundable		<b>Fee + VAT*</b>
<b>Qualification Registration Fee</b>	<b>Level 2</b>	<b>£126.00</b>
	<b>Level 3</b>	<b>£173.25</b>
	<b>Level 4</b>	<b>£183.75</b>
	<b>Level 5</b>	<b>£197.95</b>
	<b>Level 6</b>	<b>£231.00</b>
	<b>Level 7</b>	<b>£231.00</b>

<b>TAILORED QUALIFICATIONS</b>	
Qualifications developed to meet specific organisational requirements	<b>Fees dependent on requirements</b>

## GENERIC QUALIFICATIONS

All registration fees are non-refundable

**Fee + VAT\***

**Level 3** | **First Aid**

**£10.50**

**Level 3** | **Professional Development**

**£82.95**

**Level 4** | **Professional Development**

**£86.00**

## END-POINT ASSESSMENTS

Fees will be advised at the point of booking and fixed unless government funding levels change and require immediate implementation.

Funding  
Band  
Maximum

Fees  
VAT  
Exempt

**ST0144 Level 2**

**Material Processing Plant Operator**

**£13,000**

**20% of  
funding band**

**ST0511 Level 2 Mineral and Construction  
Product Sampling and Testing Operator**

**£9,000**

**20% of  
funding band**

**ST0693 Level 2 Road Surfacing Operative**

**£14,000**

**20% of  
funding band**

**ST0605 Level 5 Mineral Products Technician**

**£16,000**

**20% of  
funding band**

**For full details – see separate price list which contains details on payment scheduling and resits; etc.**

\* VAT is charged at the standard rate at the point of invoice unless stated as Exempt or unless VAT Exemption Certificate is provided.

\*\* Fees may be paid quarterly on request; however, the Centre will be liable for the year's payments regardless of early termination.