ITC First

P3
Fees Policy 2017 [1]

January 2017

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ITC First

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Website Access
For all policy statements and downloadable documents,

Upload to:

RITS	QR	SR	ITC Public	ITC Server
✔	✔	✔	✔	✔

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ITC Fees Policy - Effective from 1 January 2017

Candidate Pack Fee [including registration and certification]

First Aid Qualifications (RQF) Fees

- Candidate pack fees for ***first aid*** qualifications include bespoke manual and certificate except those marked with (*).
- Centres may opt for candidate registrations only (no manual provided by ITC) on qualifications as stated below. Fees for registration only also attract VAT at current rates.

Qualification Title	Credit	GLH	QAN	Fee	Registration only
ITC Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation	1	6	600/1755/7	£10	
ITC Level 2 Award in Emergency First Aid at Work	1	8	600/7701/3	£10	£5
ITC Level 2 Award in Basic Life Support and Management of Anaphylaxis*	1	5	601/7669/6	£6.50	
ITC Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator *	1	5	601/7668/4	£6.50	
ITC Level 3 Award in First Aid at Work	3	24	600/7696/3	£10	£5
ITC Level 3 Award in Emergency Paediatric First Aid	1	10	601/5291/6	£10	£5
ITC Level 3 Award in Paediatric First Aid	3	22	601/3327/2	£10	£5
ITC Level 2 Award in Activity First Aid	2	20	601/0023/0	£12.50	
ITC Level 3 Award in Outdoor First Aid	2	20	601/7616/7	£12.50	
ITC Level 3 Award in Outdoor First Aid Emergency Action	1	10	601/7615/5	£12.50	
ITC Level 3 Award in First Aid for Sport, Exercise and Fitness	1	7	603/0885/0	£10	

Teaching, Assessing & Quality Assurance Qualifications (RQF) Fees

Qualification Title	Credit	GLH	QAN	Fee
ITC Level 3 Award in Teaching and Assessing First Aid Qualifications	6	35	603/0886/2	£35
ITC Level 3 Award in Education and Training	12	48	601/0128/3	£40
ITC Level 3 Award in Understanding the Principles and Practices of Assessment	3	24	601/3487/2	£15
ITC Level 3 Award in Assessing Vocationally Related Achievement	9	54	601/3490/2	£25
ITC Level 3 Award in Assessing Competence in the Work Environment	9	54	601/3488/4	£25
ITC Level 3 Certificate in Assessing Vocational Achievement	15	84	601/3489/6	£40
ITC Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice	6	45	601/0127/1	£20
ITC Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices	12	90	601/0126/X	£30
ITC Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	17	115	601/3491/4	£40

Workplace Compliance Qualifications (RQF) Fees

Qualification Title	Credit	GLH	QAN	Fee
ITC Level 2 Award in Health and Safety in the Workplace	1	10	600/9582/9	£5
ITC Level 2 Award in Fire Safety	1	9	600/9581/7	£5
ITC Level 2 Award in Safe Moving and Handling	2	10	600/9589/1	£5
ITC Level 2 Award in Moving People Safely	4	20	601/3498/7	£8

Forest School Qualifications (RQF) Fees

Qualification Title	Credit	GLH	QAN	Fee
ITC Level 1 Award in Introduction to Forest School Principles	3	28	601/4069/0	£12.50
ITC Level 2 Award in Forest School Programme Support	6	48	601/4038/0	£20
ITC Level 3 Certificate in Forest School Programme Leadership	18	96	601/4039/2	£40

Renewable Sector Qualifications (RQF) Fees

Qualification Title	Credit	GLH	QAN	Fee
ITC Level 1 Certificate in Safe Working Practice in the Wind Turbine Industry	26	234	601/5385/4	£140
ITC Level 2 Diploma in Safe Working Practice in the Wind Turbine Industry	50	480	601/5386/6	£170

SCQF Candidate Pack Fees

First Aid Qualifications (SCQF) Fees

- All candidate pack fees for ***first aid*** qualifications include bespoke manual and certificate
- There is no additional manual fee for first aid qualifications [1]

Qualification Title	Credit	GLH	QAN	Fee	Registration only
ITC Certificate in Emergency First Aid at Work at SCQF Level 5	1	6	R263 04	£10	£5
ITC Certificate in First Aid at Work at SCQF Level 6	3	18	R262 04	£10	£5
ITC Certificate in Outdoor First Aid at SCQF Level 6	2	16	R264 04	£12.50	
ITC Certificate in First Aid for Sport, Exercise and Fitness at SCQF Level 5	1	14	R197 04	£12.50	

Workplace Compliance Qualifications (SCQF) Fees

Qualification Title	Credit	GLH	QAN	Fee
ITC Award in Manual Handling Principles and Practice at SCQF Level 5	1	6	R444 04	£5
ITC Award in Health and Safety in the Workplace at SCQF Level 5	1	6	R449 04	£5
ITC Award in Fire Safety at SCQF Level 5	1	6	R448 04	£5

Descriptions	Fee
Special for first aid qualifications - full candidate& document pack. Includes: • Candidate pack [course manual + certificate] • Document pack [all course documents, hand outs and administration]	£15
Replacement Certificate Fee [all replacements will have the word *'replacement'* printed]	£12
Appeal Fee	£75
Non-compliance Letter	£25
Remarking Fee [for the remarking or verification of candidate evidence due to poor administration or application of process, or upon Centre request]	£25
External Quality Assurance Service [EQA] Fee (See Clarification 3 below) payable on submission of centre application. Subsequent annual EQA Service is free for Centres with more than £1000 worth of business with ITC in the previous 12 months [from date of Centre approval]. If this is not the case then an EQA service fee of £300 + vat per year will be charged on the anniversary of Centre approval.	£300 £0 *or* £300
Additional EQA support visits - in addition to EQA service (See Clarification 3 below)	£300 [5]
Bespoke training day delivered by ITC at the Centre	£300 [5]

Clarification

1. Candidate pack fees for ***first aid*** qualifications include bespoke manual and certificate. This is zero rated for vat, thus there is no additional cost for non-vat registered Centres.

2. All other fees listed above attract vat at the current rate, i.e. Registration only + non first aid qualifications.

3. EQA service fee includes:
   a) Centre approval (initial and ongoing)
   b) Assessor approval (initial and ongoing)
   c) Centre policy document approval (initial and ongoing)
   d) Centre reports (any aspect of function)
   e) Planned Centre visits according to risk
   f) Routine unplanned EQA visits as part of routine sampling
   g) Bespoke ITC External Quality Assurer attached to your Centre, familiar with your Centre
   h) Bespoke ITC Web-Office space training and guidance
   i) Annual Centre Approval Certificate

4. We do not currently charge:
   a) Centre Approval Fees
   b) Qualifications Registration Fees
   c) Assessor Accreditation Fees

5. Centre bespoke training. £300 + vat + actual fuel costs + actual accommodation costs