

Pricing and fees 2024-25

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Administration and approval fees

Membership

There are different levels of ASDAN membership depending on which of our courses you would like to deliver.

- **Programmes:** £265 +VAT

Programmes members can access selected curriculum programmes:

- Short Courses (multiple titles)
- Accelerating Progress
- Lifeskills Challenge
- Lift Off
- Key Steps
- Employability Skills Development
- Focus
- Raising Aspirations
- Moving On

- **Programmes Plus:** £500 +VAT

Access to the full range of ASDAN programmes (listed above) and:

- Personal Development Programmes
- Preparing for Adulthood programmes
- My Independence

- **Qualifications:** £625 +VAT

Access to the full range of ASDAN programmes and qualifications (listed above) and:

- Award of Personal Effectiveness (AoPE)
- Certificate of Personal Effectiveness (CoPE)
- Employability
- Extended Project Qualification
- Personal Progress
- Personal and Social Development (PSD)
- Personal and Social Effectiveness (PSE)
- Wider Key Skills (Northern Ireland only)

- **Customised Accreditation:** £1,450 +VAT

Customised Accreditation is a bespoke arrangement whereby ASDAN will accredit and certificate a programme that a centre has already written. See page 12 for further details and associated costs.

ASDAN operates outside of the UK. Full costs associated with international delivery of ASDAN courses can be found on pages 14–17.

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

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- high-quality, personalised support and advice from relationship managers, curriculum experts and ASDAN centre support
- access to themed support meetings, held regularly online
- the facility to purchase ASDAN publications and materials to deliver courses
- regular mailings and updates on ASDAN developments and opportunities to participate
- access to the members' area of the website, containing assessment resources, online candidate/cohort registration, standards, meeting dates and other key information to deliver ASDAN courses

Membership extensions

An expired membership can be extended to process moderation or certification at the following rates:

- 1–3 months = 25% of annual membership fee
- 4–6 months = 50% of annual membership fee
- 7–9 months = 75% of annual membership fee

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 always protected

New and existing members applying to deliver ASDAN qualifications will require an approval visit which is chargeable to the centre. The centre approval visit fee is £371.

A cancellation fee of £371 may be incurred if an approval visit is cancelled less than seven calendar days prior to the agreed approval visit date.

The ASDAN centre approval process will be changing in 2024. The price advertised for 2023/24 will increase slightly to accommodate any future changes.

Qualification centre audit and quality assurance reviews

All awarding organisations are required to monitor members delivering qualifications to ensure that the systems, policies and procedures in place meet requirements for continuing compliance.

Members will be selected for an audit visit in line with ASDAN's centre auditing policy. There is no charge for either an audit or a quality assurance (QA) review, however a fee of £371 for an audit or £170 for a QA review will become chargeable if cancelled less than seven calendar days prior to the confirmed date.

Centres will be charged an audit fee in the case of any malpractice and maladministration investigation and this may include travel costs.

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Programmes, programmes plus and customised approval

Programmes, programmes plus and customised members are subject to an approval process to ensure organisations have appropriate policies, procedures and resources in place to deliver ASDAN courses effectively and safely. Centres seeking to purchase a membership will be asked to provide policies or other documentation. There is no additional cost to the customised accreditation fees quoted in this document.

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Training

Workshops

ASDAN offers a wide range of staff development and training opportunities throughout the year. Training offers an accessible introduction to ASDAN's programmes and qualifications, providing the requisite information to effectively deliver ASDAN courses.

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

UK webinar costs:

- First delegate: £216
- Second delegate: £174

UK in-person workshop costs:

- First delegate: £310
- Second delegate: £258

INSET training

Arranging an in-house training (INSET) day is an alternative way of ensuring your staff are equipped to deliver your chosen ASDAN course/s. It can also encourage team building and help develop a shared approach to implementing and delivering ASDAN courses.

	INSET		
	In person	Online (half day)	Online (full day)
20 or less delegates	£1,151	£733	£1,012
21 or more delegates	£1,836	£798	£1,065

The length of time needed for training varies according to your requirements and will be agreed with the trainer prior to confirming a booking.

INSET training packs:

- Standard: £15
- Advanced: £24

UK webinar: Internal Quality Assurance (IQA) for ASDAN qualifications

Internal Quality Assurance (IQA) for ASDAN qualifications webinars aim to develop awareness and understanding of IQA practice. The training will support you to develop robust IQA practice at your centre, maintain high standards of submission and increase the chances of successful moderation.

- £75 per delegate

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Cancellation

Training or INSET bookings cancelled within seven clear working days of the event date will be subject to the full fee.

Requests for amendments to bookings received within seven clear working days of an event date, for example transfer to another webinar, will be accommodated where possible for an administration fee of £65.

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Qualifications – UK centres only

Standard qualification fee

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

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

- The fee excludes any one-off registration fees that would not be paid again were further qualifications to be taken in the future
- 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.

Qualification	Level	Standard qualification Fee	Resubmission fee
Award of Personal Effectiveness	Levels 1 and 2	£34	£23
	Level 3	£38	£25
Certificate of Personal Effectiveness	Levels 1 and 2	£38	£25
	Level 3	£41	£27
Employability	Award (all levels)	£34	£23
	Certificate (all levels)	£38	£25
Extended Project Qualification (EPQ)	Level 3	£59	£38
Personal and Social Development	Award (all levels)	£34	£23
	Certificate (all levels)	£38	£25
Personal and Social Effectiveness	Award (Levels 1 and 2)	£35.95	£23.45
	Certificate (Levels 1 and 2)	£43.95	£28.45
Personal Progress	Award	£34	£23
	Certificate	£46	£30
	Extended Certificate	£72	£47
	Diploma	£100	£65
Wider Key Skills (Northern Ireland only)	Level 2	£9.95 (per skill)	£6.45
	Level 3	£10.95 (per skill)	£7.00

Resubmission fees

Resubmission fees will be payable for any moderation where less than 50% of the original submission is to be re-moderated. For more than 50% of the original submission, the full candidate fees will be payable. Please contact qualifications@asdan.org.uk for any enquiries.

Additional fees

Additional fees may be applicable as set out below. 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

Late fees

Members must register a cohort and book a moderation by 31 October of the academic year in which

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they wish moderation to take place. Candidate registration and moderation requests received after this date will be subject to an additional fee of 100.

New qualifications members going through the centre approval process are exempt from late fees

Top up fees

Where a learner is entered for moderation for a qualification at a higher or larger level than originally entered, any difference in cost will be invoiced as top up fees.

Changes to candidate submissions

Administrative charges may be applied for late candidate registration, changes or withdrawals in relation to candidate submissions and moderation. There are two levels of charges:

Examples where fees will be applied	Fee
<ul style="list-style-type: none">Failure to confirm candidate names before the advertised deadline (usually four weeks prior to moderation)Additions, withdrawals or changes to entries not affecting the validity of the sample	£30
<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 sampleErrors in sample submission:<ol style="list-style-type: none">Sample received late by the EQAIncorrect sample sent to the EQAMultiple issues with the moderation requiring changes to the original submission or moderation date	£75

Additional moderations

Qualifications members are entitled to two moderations for each qualification each year. Any additional moderations will be charged according to the number of candidates submitted on each occasion.

Number of candidates	Additional moderation fee
1–5	£112
6–14	£139
15–20	£173
20 +	£199

Cancelled moderations and moderation visits

A fee will be charged if the centre cancels a postal moderation or moderation visit, or if the centre fails to subsequently update the registered learner's units on the ASDAN website by the four-week deadline, or forward sampled portfolios to the EQA, preventing a booked moderation from taking place.

Cancelling less than seven calendar days prior to the confirmed moderation date incurs a fee of:

Moderation type	Fee
Moderation visit	£250
Postal moderation	£96.82

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Replacement certificate costs

£13 for each certificate unless the need for its issue is due to an error by ASDAN.

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Enquiries and appeals

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

The process for requesting these services can be found in the Centre guidance, or EPQ centre handbook.

	Charge
Stage one: enquiries about results	
Clerical check (informal enquiries regarding assessment decisions)	No charge
Stage two: appeals	£124
Re-moderation of portfolios (based on sample size)	£130
Stage three: independent review	£271

Review of moderation outcome (for EPQ only)	Charge
Request for review of moderation outcome (not available for individual candidates)	£37 for each candidate
Appeal following review of moderation outcome and/or other procedural decision (fee is charged for each candidate in original sample)	£128
Independent review	£271

There will be no charge if an appeal is upheld.

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Programmes

Learner registration and certification costs

All costs shown below are for each learner, unless otherwise stated.

Accelerating Progress

Accelerating Progress tutor support manual (per course)	£174 +VAT
Accelerating Progress learner workbook (per learner, per course)	£17.20 +VAT
Learner registrations	£12
Accelerating Progress PDF certificate	Free
Accelerating Progress printed and foiled certificate (optional, per learner, per course)	£3.50

Employability Skills Development

Employability Skills Development book (one per learner)	£12
Employability Skills Development certificates (optional, pack of 20)	£12 +VAT

Focus

Focus module books (one per learner, per module)	£11
Focus guidance and resources (optional)	£28
Focus certificates (optional, pack of 5)	£7 +VAT
Focus certificates (optional, pack of 20)	£12 +VAT

Key Steps

Key Steps student book (one per learner)	£8.50
Key Steps PDF certificate (up to 3 per learner)	Free
Key Steps printed and foiled certificate (optional, per learner, per certificate)	£3.50

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Lifeskills Challenge

Lifeskills Challenge one-year learner registration (one per learner, includes certification)	£24
Lifeskills Challenge one-year learner registration extension	£14
Lifeskills Challenge certificate (dark blue)	£14

Lift Off

Lift Off tutor resource pack (full)	£158 +VAT
Lift Off module resource (per module)	£57 +VAT
Lift Off student book for primary to secondary	£6 +VAT
Lift Off student book for secondary	£6 +VAT
Lift Off module student book (per module)	£6 +VAT
Lift Off: Progression Awareness Tool	£64
Lift Off tutor resource: Awareness	£57
Lift Off tutor resource: Aspiration	£57
Lift Off tutor resource: Attainment	£57
Lift Off stickers (optional, 18 per sheet, pack of 30 sheets)	£16 +VAT
Lift Off certificates (optional, pack of 30)	£17 +VAT

Moving On

Moving On: module journal	£7.50
Moving On: full course certificate	£3.50

My Independence

Exploring Aspirations: learner registration (includes learner record and certification)	£30
Exploring Aspirations: learner record: tutor reference copy	£19
Transforming Aspirations: learner registration (includes learner record and certification)	£32
Transforming Aspirations: learner record: tutor reference copy	£20
Transforming Aspirations: learner registration	£32
Realising Aspirations: learner registration (includes three learner records for one pathway, and certification)	£32
Realising Aspirations: learner record: all modules: tutor copy	£83
Realising Aspirations: tutor guidance and resources (full)	£310 +VAT

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Realising Aspirations: tutor guidance and resources (per pathway)	£84 +VAT
Realising Aspirations: additional modules	£8.50
Realising Aspirations: additional modules, pathway of three modules	£24
Supporting Aspirations: learner registration (includes certification)	£11
Supporting Aspirations: tutor guidance and resources (full)	£310
Supporting Aspirations: tutor guidance and resources (per pathway)	£84
My Independence: learner evidence binder	£8
My Independence: pathway stickers	£5

Personal Development Programmes (Bronze, Silver, Gold)

Bronze / Silver / Gold student book 2021 (one per learner)	£15.95
Bronze / Silver / Gold registration	£14.95
Certification (per learner, per certificate)	£7

Preparing for Adulthood Programmes

New Horizons student book	£12
New Horizons certification	£7
New Horizons tutor guidance	£25
Transition Challenge Sensory student book	£12
Transition Challenge Sensory student book in ring binder	£22
Transition Challenge Introduction and Progression student book	£15
Transition Challenge Introduction and Progression student book in ring binder	£26.50
Transition Challenge Introduction and Progression tutor guidance and resources	£53
Transition Challenge Silver certification (for module completion)	£7
Transition Challenge Gold certification (whole programme)	£7
Towards Independence Starting Out module and folder (mandatory)	£12
Towards Independence additional modules	£8
Towards Independence module reference book 2016	£51
Towards Independence tutor guidance and resources	£53
Workright student book	£12
Workright certification	£7
Workright tutor guidance (optional)	£25
Level of Support picture stickers	£11

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PSHE Short Course

PSHE Short Course student book or e-learning login (one per learner)	£11.50
PSHE Short Course printed and foiled certificate (optional, per learner, per Short Course)	£3.50
PSHE resource pack (optional, includes all modules)	£255 +VAT
PSHE module resource (optional, per module)	£27 +VAT
PSHE resource folder with dividers	£11

Raising Aspirations

Raising Aspirations module books (one per learner, per module)	£11
Raising Aspirations supporting resources (one pack per module)	£11 +VAT
Raising Aspirations certificates (optional, pack of 5)	£7 +VAT
Raising Aspirations certificates (optional, pack of 20)	£12 +VAT

Short Courses

Short Course student book or e-learning login (one per learner)	£12
Short Course e-portfolio login	£12
Short Course PDF certificate	Free
Short Courses printed and foiled certificate (optional, per learner, per Short Course)	£3.50

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External moderation

Personal Development and Preparing for Adulthood programmes:

Moderation type	Fee
External moderation at a regional event	No fee
Postal moderation on demand	£48 per portfolio

My Independence

My Independence programmes are internally moderated, however members must attend a CPD event within the moderation year to claim certificates of course completion. There is no cost to attend a CPD event. Dates will be published on the ASDAN website.

All other curriculum programmes are moderated internally.

Replacement certificate costs

£14.00 for each certificate, unless the need for its issue is an error made by ASDAN.

Customised Accreditation

Customised Accreditation is a bespoke arrangement whereby ASDAN will accredit and certificate a programme that a centre has written.

Customised accreditation fees

Annual membership fee

£1,400 + VAT

Certification

A bespoke candidate certificate will be issued upon request and will cost £10.

Universities Award Customised certificate

£14 per certificate.

Replacement certificate costs

£13.00 per certificate, unless the need for its issue is due to an error by ASDAN.

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International

Membership

There are different levels of ASDAN membership depending upon which of our courses you would like to deliver.

- **Programmes:** £325 (+VAT if applicable)
Programmes members can access selected curriculum programmes:
 - Short Courses (multiple titles)
 - Accelerating Progress
 - Lifeskills Challenge
 - Lift Off
 - Key Steps
 - Employability Skills Development
 - Focus
 - Raising Aspirations
- **Programmes plus:** £600 (+VAT if applicable)
Access to the full range of ASDAN programmes – the list above and:
 - International Personal Development Programmes (Bronze, Silver, Gold)
 - Preparing for Adulthood programmes
- **Qualifications:** £750 +VAT
Access to the full range of ASDAN programmes and qualifications (listed above) and:
 - Award of Personal Effectiveness (AoPE)
 - Certificate of Personal Effectiveness (CoPE)
 - Employability
 - Extended Project Qualification
 - Personal Progress
 - Personal and Social Development (PSD)
 - Personal and Social Effectiveness (PSE)
 - Wider Key Skills (Northern Ireland only)

International training

Training for members outside of the UK is usually delivered by webinar:

- First delegate: £247
- Second delegate: £195

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International INSET training

	INSET		
	Online (per hour)	Online (half day)	Online (full day)
20 or less delegates	£268	£733	£1,102
21 or more delegates	£268	£798	£1,065

The length of time needed for training varies according to your requirements and will be agreed with the trainer prior to confirming a booking.

International INSET training packs:

- Standard: £15 plus postage
- Advanced: £24 plus postage

International programmes

All costs shown below are for each learner, unless otherwise stated. Postage and packaging will be charged in addition.

Accelerating Progress

Accelerating Progress tutor support manual (per course)	£174 +VAT
Accelerating Progress learner workbook (per learner, per course)	£17.20 +VAT
Learner registrations	£12
Accelerating Progress PDF certificate	Free
Accelerating Progress printed and foiled certificate (optional, per learner, per course)	£3.50

Employability Skills Development

Employability Skills Development book (one per learner)	£12
Employability Skills Development certificates (optional, pack of 20)	£12 +VAT

Focus

Focus module books (one per learner, per module)	£11
Focus guidance and resources (optional)	£28
Focus certificates (optional, pack of 5)	£7 +VAT
Focus certificates (optional, pack of 20)	£12 +VAT

International Personal Development Programmes (Bronze, Silver, Gold)

Bronze/Silver student book	£12
Gold student book	£11
Certification (per learner, per certificate)	£7

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Key Steps

Key Steps student book (one per learner)	£8.50
Key Steps PDF certificate (up to 3 per learner)	Free
Key Steps printed and foiled certificate (optional, per learner, per certificate)	£3.50

Lifeskills Challenge

Lifeskills Challenge one-year learner registration (one per learner, includes certification)	£24
Lifeskills Challenge one-year learner registration extension	£14

Lift Off

Lift Off tutor resource pack (full)	£158 +VAT
Lift Off module resource (per module)	£57 +VAT
Lift Off student book for primary to secondary	£6 +VAT
Lift Off student book for secondary	£6 +VAT
Lift Off module student book (per module)	£6 +VAT
Lift Off stickers (optional, 18 per sheet, pack of 30 sheets)	£16 +VAT
Lift Off certificates (optional, pack of 30)	£17 +VAT

Preparing for Adulthood Programmes

New Horizons student book	£12
New Horizons certification	£7
Transition Challenge Sensory student book	£12
Transition Challenge Sensory student book in ring binder	£22
Transition Challenge Introduction and Progression student book	£15
Transition Challenge Introduction and Progression student book in ring binder	£26.50
Transition Challenge Silver certification (for module completion)	£7
Transition Challenge Gold certification (whole programme)	£7
Towards Independence Starting Out module and folder (mandatory)	£12
Towards Independence additional modules (per module)	£8
Towards Independence certification (up to five modules)	£7
Workright student book	£12
Workright certification	£7
Workright tutor guidance (optional)	£25

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PSHE Short Course

PSHE Short Course student book or e-learning login (one per learner)	£11.50
PSHE Short Course printed and foiled certificate (optional, per learner, per Short Course)	£3.50
PSHE resource pack (optional, includes all modules)	£255 +VAT
PSHE module resource (optional, per module)	£27 +VAT

Raising Aspirations

Raising Aspirations module books (one per learner, per module)	£11
Raising Aspirations supporting resources (one pack per module)	£11 +VAT
Raising Aspirations certificates (optional, pack of 5)	£7 +VAT
Raising Aspirations certificates (optional, pack of 20)	£12 +VAT

Short Courses

Short Course student book or e-learning login (one per learner)	£12
Short Course PDF certificate	Free
Short Courses printed and foiled certificate (optional, per learner, per Short Course)	£3.50

Replacement certificate costs

£14.00 for each certificate plus postage, unless the need for its issue is due to an error by ASDAN.