

# Pricing and fees 2020–2021

# ASDAN Pricing and Fees

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# ASDAN Pricing and Fees

## Administration and approval fees

### Membership

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

- **Programmes:** £199 +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
  
- **Programmes Plus:** £385 +VAT  
Access to the full range of ASDAN programmes – the list above and:
  - Personal Development Programmes
  - Preparing for Adulthood programmes
  - My Independence
  
- **Qualifications:** £509 +VAT  
Access to the full range of ASDAN programmes and qualifications – all programmes 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:** £1299+VAT  
Customised Accreditation is a bespoke arrangement whereby ASDAN will accredit and certificate a programme that your organisation 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 13-14.

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

## ASDAN Pricing and Fees

- 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
- 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

### 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 protected at all times

New and existing members applying to deliver ASDAN qualification will require an approval visit which is chargeable to the centre. **The centre approval visit fee is £325.**

The following charges may apply if a visit is cancelled:

Cancellation period	Cancellation fee
More than 7 calendar days prior to the approval visit	No fee
Less than 7 calendar days prior to the approval visit	Full fee is payable

### Qualification centre audit

All awarding organisations are required to monitor members delivering qualifications in order 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 an audit, however **a fee of £325 will become chargeable if the audit is cancelled less than 7 calendar days of the confirmed audit date.**

### 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. Members may be asked to provide policies or other documentation. There is no additional cost.

# ASDAN Pricing and Fees

## Training

### Workshops

Throughout the year, ASDAN offers a wide range of staff development and training opportunities. Training offers a friendly and accessible introduction to ASDAN's programmes and qualifications.

Training is mandatory for the CoPE, AoPE, Personal Progress, PSE, Employability, EPQ and PSD qualifications and is highly recommended for anyone 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:** £160 for first delegate; £120 for each additional delegate attending the same event

### INSET training

Arranging an in-house training 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.

#### UK full-day INSET costs:

- £745 for up to 10 delegates
- £875 11-25 delegates
- £1445 26 + delegates

#### UK half-day INSET costs:

- £570 for up to 10 delegates
- £670 for 11-25 delegates
- £1080 for 26+ delegates

Training materials are charged at £10.00 or £16.25 per pack per person, depending on the resources required.

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

### 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, **subject to an administration fee of £57.30.**

# ASDAN Pricing and Fees

## Qualifications – UK centres only

### Standard qualification fee

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 where applicable, awarding and certification.

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

1. The fee excludes any one-off registration fees that would not be paid again were further qualifications to be taken in the future
2. 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.

<b>Certificate of Personal Effectiveness</b>	Levels 1 and 2	£29.95
	Level 3	£33.25
<b>Award of Personal Effectiveness</b>	Levels 1 and 2	£29.95
	Level 3	£33.25
<b>Personal and Social Development</b>	Award or Certificate all levels	£29.95
<b>Personal and Social Effectiveness</b>	Award	£35.95
	Certificate	£43.95
<b>Wider Key Skills</b> (Northern Ireland only)	Level 2	£9.25 (per skill)
	Level 3	£10.45 (per skill)
<b>Extended Project Qualification (EPQ)</b>	Level 3	£51.00
<b>Personal Progress</b>	Award	£29.95
	Certificate	£39.95
	Extended Certificate	£59.95
	Diploma	£84.95
<b>Employability</b>	Award or Certificate – all levels	£29.95

### 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 submit candidate registrations and moderation requests by **31 October** of the academic year in which they wish moderation to take place. Candidate registration and moderation requests received after this date will be subject to additional fees:

## ASDAN Pricing and Fees

Requests received:	Late fees will be charged at:
After the 31 October but before the 1 January for moderation in the current academic year	an additional £5 per candidate
After the 1 January for moderation in the current academic year	an additional £10 per candidate

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 fee will be applied	Fee
<ul style="list-style-type: none"><li>Failure to confirm candidate names before the advertised deadline (usually four weeks prior to moderation)</li><li>Additions, withdrawals or changes to entries not affecting the validity of the sample</li></ul>	<b>£25</b>
<ul style="list-style-type: none"><li>Request to make any changes to the candidate names or units entered after the deadline, affecting the validity of the sample</li><li>Failure to submit the requested sample</li><li>Multiple issues with the submitted candidate names and/or units entered requiring re-submission</li></ul>	<b>£65</b>

### Additional moderations

Qualifications members are entitled to two moderations per qualification per 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	£100
6 – 14	£125
15 – 20	£155
20 +	£180

### Cancelled moderation visits

A fee will be charged if the centre cancels a moderation visit without due notice, or if the centre fails to subsequently submit a candidate registration and submission form, or forward sampled portfolios to the EQA, preventing a booked moderation from taking place.



## ASDAN Pricing and Fees

Cancellation period	Cancelled moderation fee
Cancellation 14 or more calendar days prior to moderation date	No charge
Cancellation 8-13 calendar days prior to moderation date	£105
Cancellation 1-7 calendar days prior to moderation date	£210

### Replacement certificate costs

£12.00 per certificate, unless the need for its issue is as a result of an error by ASDAN.

## 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
<b>Stage One: Enquiries about results</b>	
Clerical check (Informal enquiries regarding assessment decisions)	No charge
Formal enquiry, consultation and written response	£60
Re-moderation of portfolios (based on sample size)	
<ul style="list-style-type: none"> <li>• 1 – 5 candidates</li> <li>• 6 – 14 candidates</li> <li>• 15 – 20 candidates</li> <li>• 20+ candidates</li> </ul>	£100 £125 £155 £180
<b>Stage Two: Appeals</b>	£115
<b>Stage Three: Independent Review</b>	£190

Review of moderation outcome (for EPQ only)	Charge
Request for review of moderation outcome (not available for individual candidates)	£32 per candidate
Appeal following review of moderation outcome and/or other procedural decision (fee is charged per candidate in original sample)	£115
Independent review	£190

There will be no charge if an appeal is upheld.

# ASDAN Pricing and Fees

## Programmes

### Learner registration and certification costs

All costs shown below are per learner, unless otherwise stated.

#### Accelerating Progress

Accelerating Progress tutor support manual (per course)	£139.00 +VAT
Accelerating Progress learner workbook (per learner, per course)	£12.00 +VAT
1-29 learner registrations	£9.00
30-49 learner registrations	£8.00
50+ learner registrations	£7.00
Accelerating Progress PDF certificate	Free
Accelerating Progress printed and foiled certificate (optional, per learner, per course)	£2.35

#### Employability Skills Development

Employability Skills Development book (one per learner)	£10.00
Employability Skills Development certificates (optional, pack of 20)	£9.85 +VAT

#### Focus

Focus module books (one per learner, per module)	£8.75
Focus guidance and resources (optional)	£24.10
Focus certificates (optional, pack of 5)	£5.00 +VAT
Focus certificates (optional, pack of 20)	£9.85 +VAT

#### Key Steps

Key Steps student book (one per learner)	£6.20
Key Steps PDF certificate (up to 3 per learner)	Free
Key Steps printed and foiled certificate (optional, per learner, per certificate)	£2.35

#### Lifeskills Challenge

Lifeskills Challenge one-year learner registration (one per learner, includes certification)	£19.00
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## ASDAN Pricing and Fees

Lifeskills Challenge one-year learner registration extension £11.00

### Lift Off

Lift Off tutor resource pack (full) £139.00 +VAT

Lift Off module resource (per module) £50.00 +VAT

Lift Off student book for primary to secondary £4.20 +VAT

Lift Off student book for secondary £4.20 +VAT

Lift Off module student book (per module) £4.20 +VAT

Lift Off stickers (optional, 18 per sheet, pack of 30 sheets) £13.20 +VAT

Lift Off certificates (optional, pack of 30) £14.80 +VAT

### My Independence

Exploring Aspirations: Learner registration (includes learner record and certification) £25.95

Transforming Aspirations: Learner registration (includes learner record and certification) £27.95

Realising Aspirations: learner registration (includes three learner records for one pathway, and certification) £29.95

Realising Aspirations: tutor guidance and resources (full) £295.00 +VAT

Realising Aspirations: tutor guidance and resources (per pathway) £80.00 +VAT

Realising Aspirations: additional modules £7.00

Realising Aspirations: additional modules, pathway of three modules £19.95

Supporting Aspirations: learner registration (includes certification) £9.95

Supporting Aspirations: tutor guidance and resources (full) £295.00 +VAT

Supporting Aspirations: tutor guidance and resources (per pathway) £80.00 +VAT

### Personal Development Programmes (Bronze, Silver, Gold)

Bronze Silver Gold student book 2021 (one per learner) £12.95

Certification (per learner, per certificate) £5.50

Bronze Silver Gold record card (optional) £0.30

Bronze Silver Gold student book 2014 (one per learner, available until 31 December 2021) £8.75

# ASDAN Pricing and Fees

## Preparing for Adulthood Programmes

New Horizons student book	£8.75
New Horizons certification	£5.50
Transition Challenge Sensory student book	£8.75
Transition Challenge Sensory student book in ringbinder	£15.00
Transition Challenge Introduction and Progression student book	£11.60
Transition Challenge Introduction and Progression student book in ringbinder	£18.50
Transition Challenge Silver certification (for module completion)	£5.50
Transition Challenge Gold certification (whole programme)	£5.50
Towards Independence Starting Out module and folder (mandatory)	£8.50
Towards Independence additional modules (per module)	£5.70
Towards Independence certification (up to five modules)	£5.50
Workright student book	£8.75
Workright certification	£5.50
Workright tutor guidance (optional)	£18.30

## PSHE Short Course

PSHE Short Course student book or e-learning login (one per learner)	£9.00
PSHE Short Course printed and foiled certificate (optional, per learner, per Short Course)	£2.35
PSHE resource pack (optional, includes all modules)	£200.00 +VAT
PSHE module resource (optional, per module)	£20.00 +VAT

## Raising Aspirations

Raising Aspirations module books (one per learner, per module)	£8.75
Raising Aspirations supporting resources (one pack per module)	£8.75 +VAT
Raising Aspirations certificates (optional, pack of 5)	£5.00 +VAT
Raising Aspirations certificates (optional, pack of 20)	£9.85 +VAT

## Short Courses

Short Course student book or e-learning login (one per learner)	£9.00
Short Course PDF certificate	Free

# ASDAN Pricing and Fees

Short Courses printed and foiled certificate (optional, per learner, per Short Course) £2.35

## External moderation

Personal Development and Preparing for Adulthood Programmes:

Moderation type	Fee
External moderation at a regional event	No fee
Postal moderation on demand	£34 per portfolio

## My Independence

My Independence programmes are internally moderated, however members must attend a CPD event within the moderation year in order to claim certificates of course completion. There is no cost to attend a CPD event.

All other curriculum programmes are moderated internally.

## Replacement certificate costs

£12.00 per 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 your organisation has written.

## Customised accreditation fees

	Fees
Annual membership fee	£1299 + VAT
Set up/ mapping fee (first year only)	£742 + VAT

The set up/ mapping fee is applied in the first year of a customised agreement, during the setup period. It covers the receipt and examination of the proposed course content, and any materials used to deliver courses included in the customised agreement, and support provided in order to set up the new agreement.

## Certification

A bespoke candidate certificate will be issued upon request and will cost £8.35.

## Replacement certificate costs

£12.00 per certificate, unless the need for its issue is as a result of an error by ASDAN.

# ASDAN Pricing and Fees

## International

### Membership

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

- **Programmes:** £249 (+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:** £465 (+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 are not available to international centres.

### International INSET training

Training for members outside of the UK is usually delivered by webinar. In-person INSET can be arranged on request, where travel days will be charged in addition.

	<b>Fees</b>
Full day International INSET (in-country training)	£1125
Full day online INSET training for up to 10 delegates	£745
Half day online INSET training for up to 10 delegates	£570
International INSET hourly rate	£230 per hour

Training materials are charged at £10.00 or £16.25 per pack per person, depending on the resources required, and the cost of delivery.

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 Programmes

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

# ASDAN Pricing and Fees

## Accelerating Progress

Accelerating Progress tutor support manual (per course)	£139 +VAT
Accelerating Progress learner workbook (per learner, per course)	£12 +VAT
1-29 learner registrations	£9.00
30-49 learner registrations	£8.00
50+ learner registrations	£7.00
Accelerating Progress PDF certificate	Free
Accelerating Progress printed and foiled certificate (optional, per learner, per course)	£2.35

## Employability Skills Development

Employability Skills Development book (one per learner)	£10.00
Employability Skills Development certificates (optional, pack of 20)	£9.85 +VAT

## Focus

Focus module books (one per learner, per module)	£8.75
Focus guidance and resources (optional)	£24.10
Focus certificates (optional, pack of 5)	£5.00 +VAT
Focus certificates (optional, pack of 20)	£9.85 +VAT

## International Personal Development Programmes (Bronze, Silver, Gold)

Bronze/ Silver student book	£8.75
Gold student book	£7.25
Certification (per learner, per certificate)	£5.50

## Key Steps

Key Steps student book (one per learner)	£6.20
Key Steps PDF certificate (up to 3 per learner)	Free
Key Steps printed and foiled certificate (optional, per learner, per certificate)	£2.35

## Lifeskills Challenge

Lifeskills Challenge one-year learner registration (one per learner, includes certification)	£19.00
Lifeskills Challenge one-year learner registration extension	£11.00

# ASDAN Pricing and Fees

## Lift Off

Lift Off tutor resource pack (full)	£139 +VAT
Lift Off module resource (per module)	£50 +VAT
Lift Off student book for primary to secondary	£4.20 +VAT
Lift Off student book for secondary	£4.20 +VAT
Lift Off module student book (per module)	£4.20 +VAT
Lift Off stickers (optional, 18 per sheet, pack of 30 sheets)	£13.20 +VAT
Lift Off certificates (optional, pack of 30)	£14.80 +VAT

## Preparing for Adulthood Programmes

New Horizons student book	£8.75
New Horizons certification	£5.50
Transition Challenge Sensory student book	£8.75
Transition Challenge Sensory student book in ringbinder	£15.00
Transition Challenge Introduction and Progression student book	£11.60
Transition Challenge Introduction and Progression student book in ringbinder	£18.50
Transition Challenge Silver certification (for module completion)	£5.50
Transition Challenge Gold certification (whole programme)	£5.50
Towards Independence Starting Out module and folder (mandatory)	£8.50
Towards Independence additional modules (per module)	£5.70
Towards Independence certification (up to five modules)	£5.50
Workright student book	£8.75
Workright certification	£5.50
Workright tutor guidance (optional)	£18.30

## PSHE Short Course

PSHE Short Course student book or e-learning login (one per learner)	£9.00
PSHE Short Course printed and foiled certificate (optional, per learner, per Short Course)	£2.35
PSHE resource pack (optional, includes all modules)	£200 +VAT



## ASDAN Pricing and Fees

PSHE module resource (optional, per module) £20 +VAT

### **Raising Aspirations**

Raising Aspirations module books (one per learner, per module) £8.75

Raising Aspirations supporting resources (one pack per module) £8.75 +VAT

Raising Aspirations certificates (optional, pack of 5) £5.00 +VAT

Raising Aspirations certificates (optional, pack of 20) £9.85 +VAT

### **Short Courses**

Short Course student book or e-learning login (one per learner) £9.00

Short Course PDF certificate Free

Short Courses printed and foiled certificate (optional, per learner, per Short Course) £2.35

### **Replacement certificate costs**

£12.00 per certificate, unless the need for its issue is as a result of an error by ASDAN.