



Skillsfirst AWARDS

Fees 2022

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At Skillsfirst, we think it's important for you to easily see what you can expect to pay for our products and services. We've also tried to include information in our fees document that we know is important to our customers, including qualification funding, GLH and other useful links.

These fees are applicable from 1st January 2022 and are correct at the time of issue – though we would advise you to check the funding hub yourselves just to be sure!

We try to make our fees as competitive as possible and you will be pleased to hear that we have frozen our certification costs for the 11th year in a row.

The Standard Qualification Fee for each qualification is the registration and certification fee combined. Qualifications are listed by sector and level and we've also included apprenticeship package fees, where applicable.

For further information, or to find out more about working with Skillsfirst, please contact our Business Development Team - workwithus@skillsfirst.co.uk.

Qualification Fees

GLH =	Guided Learning Hours	AEB =	Adult Education Budget	ESF =	European Social Fund
TQT =	Total Qualification Time	ALL =	Advanced Learning Loans	OLASS =	Offender Learning and Skills Service

Business and Administration

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 1										
IBA1	60130477	Skillsfirst Level 1 Award in Introduction to Employment in Business Administration (RQF)	1	48 / 90	29.10	-	450	450	-	450
Level 2										
BUSD2	60135189	Skillsfirst Level 2 Diploma in Business and Administration (RQF)	2	229 / 450	71.40	15	1265	1265	-	1265
Level 3										
BUSD3	60135190	Skillsfirst Level 3 Diploma in Business and Administration (RQF)	3	282 / 580	94.50	15	-	2573	2573	-
AOD3	60331379	Skillsfirst Level 3 Diploma in Administrative Operations (RQF)	3	370 / 550	85.90	15	-	1987	1987	-
Level 4										
BAP04	60179594	Skillsfirst Level 4 Diploma in Principles of Business Administration (RQF)	4	192 / 400	100.20	15	-	724	724	-
BUSD4	60179582	Skillsfirst Level 4 NVQ Diploma in Business Administration (RQF)	4	296 / 570	111.60	15	-	2573	2573	-

Business Administrator Apprenticeship Standard Package Fee (Includes Functional Skills and one optional qualification)

Code	Qualification title	Registration fee	Certification fee
AS17	Business Administrator L3	£119.70	£15.00

Children and Young People

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 1										
IEC1	60138014	Skillsfirst Level 1 Award in Introduction to Employment in Child Care (RQF)	1	66 / 70	31.30	-	300	300	-	300
Level 2										
BMIA2	60346772	Skillsfirst Level 2 Award for the Hands-on Baby Massage Instructor (RQF)	2	72 / 94	31.90	15	450	450	-	450
ERRA02	60013916	Skillsfirst Level 2 Award in Employment Responsibilities and Rights in Health, Social Care, Children & Young People's Settings (RQF)	2	24 / 30	23.40	-	-	-	-	-
FHA2	60333418	Skillsfirst Level 2 Award in Food Hygiene (RQF)	2	23 / 38	19.20	-	-	-	-	-
PPBA2	60340290	Skillsfirst Level 2 Award in the Principles of Promoting Positive Behaviour (RQF)	2	34 / 45	19.50	-	150	150	-	150
SGA2	60333443	Skillsfirst Level 2 Award in Safeguarding Principles (RQF)	2	32 / 43	19.20	-	150	150	-	150
BMPC2	60346796	Skillsfirst Level 2 Certificate for the Hands-on Baby Massage Practitioner (RQF)	2	102 / 132	42.30	15	724	724	-	724
BWBC2	60346814	Skillsfirst Level 2 Certificate in Setting-up and Promoting a Baby Well-being Business (RQF)	2	105 / 137	42.30	15	724	724	-	724
BYPC2	60346802	Skillsfirst Level 2 Certificate for the Hands-on Baby Yoga Practitioner and Instructor (RQF)	2	107 / 143	42.30	15	724	724	-	724
CYP2	60141098	Skillsfirst Level 2 Certificate for the Children and Young People's Workforce (RQF)	2	261 / 350	65.70	15	1265	1265	-	1265
EYD2	60351792	Skillsfirst Level 2 Diploma for the Early Years Practitioner (RQF)	2	295 / 370	71.40	15	1987	1987	-	1987

Level 3										
PFA3	60145900	Skillsfirst Level 3 Award in Paediatric First Aid (RQF)	3	22 / 30	31.30	15	-	-	-	-
EYD3	60181515	Skillsfirst Level 3 Diploma for the Children & Young People's Workforce (Early Years Educator) (RQF)	3	402 / 613	105.90	15	-	2573	2573	-
RCD3	60148408	Skillsfirst Level 3 Diploma for Residential Childcare (England) (RQF)	3	460 / 610	103.50	15	2573	2573	2573	2573
BMA3	60333480	Skillsfirst Level 3 Award in the Principles of Behaviour Management (RQF)	3	36 / 57	21.40	-	-	-	-	-
CTA3	60333509	Skillsfirst Level 3 Award in the Principles of Counter Terrorism, the Prevent Duty and British Values (RQF)	3	28 / 47	21.40	-	-	-	-	-
SEA3	60333510	Skillsfirst Level 3 Award in the Principles of Special Educational Needs and Disabilities (RQF)	3	39 / 58	21.40	-	-	-	-	-
RDA3	60333522	Skillsfirst Level 3 Award in the Role of the Designated Safeguarding Lead (RQF)	3	40 / 59	21.40	-	-	-	-	-
Level 5										
RCD5	6014841X	Skillsfirst Level 5 Diploma in Leadership and Management for Residential Childcare (England) (RQF)	5	498 / 650	131.70	15	-	2573	-	-
HSC5	6014340X	Skillsfirst Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (RQF)	5	505 / 900	134.70	15	-	-	-	-

Apprenticeship Standard Package Fee (includes all mandated qualifications within the standard)

Code	Qualification title	Registration fee	Certification fee
AS22	Children, Young People and Families Practitioner (Option 1 - In Children's Residential Care) L4	£135.00	£15.00
AS24	Children, Young People and Families Manager (Option 1 - In Children's Residential Care) L5	£160.50	£15.00
AS25	Children, Young People and Families Manager (Option 2 - Within the Community) L5	£166.60	£15.00
AS27	Early Years Educator L3	£156.70	£30.00

Customer Service

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 1										
CSA01	60000442	Skillsfirst Level 1 Award in Principles of Customer Service (RQF)	1	47 / 55	19.80	15	300	300	-	300
CSC01	60049406	Skillsfirst Level 1 Certificate in Principles of Customer Service (RQF)	1	109 / 130	25.50	15	724	724	-	724
Level 2										
CSPD2	60323528	Skillsfirst Level 2 Diploma in Customer Service Practice (RQF)	2	231 / 390	80.60	15	1265	1265	-	1265
CUSD2	60135207	Skillsfirst Level 2 Diploma in Customer Service (RQF)	2	254 / 450	71.40	15	1265	1265	-	1265
Level 3										
CUSD3	60135219	Skillsfirst Level 3 Diploma in Customer Service (RQF)	3	289 / 550	94.50	15	-	-	-	-

Apprenticeship Standard Package Fee (includes Functional Skills and one optional qualification)

Code	Qualification title	Registration fee	Certification fee
AS15 (AS15b)	Customer Service Practitioner L2	£114.60	£15.00

Employability

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 1										
DSAE3	60330028	Skillsfirst Entry 3 Award in Digital Skills for Pre-employability (RQF)	E3	53 / 92	21.40	-	-	-	-	-
ISCE3	60103711	Skillsfirst Entry Level Certificate in IT Skills for Work (Entry 3) (RQF)	E3	106 / 130	23.40	-	-	-	-	-
BEA1	60069879	Skillsfirst Level 1 Award in Behaviours, Attitudes and Attributes Required for Employment (RQF)	1	9 / 10	23.40	-	50	50	-	50
BSUA1	60163434	Skillsfirst Level 1 Award in Principles of Business Start-up (RQF)	1	55 / 90	31.30	-	450	450	-	450
CSA01	60000442	Skillsfirst Level 1 Award in Principles of Customer Service (RQF)	1	47 / 55	19.80	15	300	300	-	300
DESA1	60042096	Skillsfirst Level 1 Award in Developing Employability Skills (RQF)	1	76 / 90	20.90	-	450	450	-	450
IBA1	60130477	Skillsfirst Level 1 Award in Introduction to Employment in Business Administration (RQF)	1	48 / 90	29.10	-	450	450	-	450
IEC1	60138014	Skillsfirst Level 1 Award in Introduction to Employment in Child Care (RQF)	1	66 / 70	31.30	-	300	300	-	300
IEH1	60130453	Skillsfirst Level 1 Award in Introduction to Employment in Hospitality (RQF)	1	80 / 90	31.30	-	450	450	-	450
IER1	60130465	Skillsfirst Level 1 Award in Introduction to Employment in Retail (RQF)	1	53 / 70	31.30	-	300	300	-	300
IEW1	60130489	Skillsfirst Level 1 Award in Introduction to Employment in Warehousing and Storage (RQF)	1	78 / 90	31.30	-	450	450	-	450
IGSA1	60137976	Skillsfirst Level 1 Award in Introduction to Growing Sales (RQF)	1	97 / 120	31.30	-	600	600	-	600
IHA01	60008076	Skillsfirst Level 1 Award in Introduction to the Hospitality Industry (RQF)	1	84 / 100	30.60	-	450	450	-	450

SMPA1	60162934	Skillsfirst Level 1 Award in Creating an Online Profile Using Social Media (RQF)	1	47 / 55	23.40	-	-	-	-	-
SWA1	60118155	Skillsfirst Level 1 Award in Skills for Work (RQF)	1	75 / 80	22.20	-	300	300	-	300
CSC01	60049406	Skillsfirst Level 1 Certificate in Principles of Customer Service (RQF)	1	109 / 130	25.50	15	724	724	-	724
DESC1	60042114	Skillsfirst Level 1 Certificate in Developing Employability Skills (RQF)	1	133 / 150	26.70	-	724	724	-	724
DSC1	6033003X	Skillsfirst Level 1 Certificate in Digital Skills for Pre-employability (RQF)	1	68 / 124	26.70	-	-	-	-	-
DPC1	60033368	Skillsfirst Level 1 Certificate in Skills for Employment (RQF)	1	97 / 150	26.10	-	724	724	-	724
PSDC1	60042126	Skillsfirst Level 1 Certificate in Personal and Social Development (RQF)	1	128 / 150	27.00	-	724	724	-	724
WC01	60072738	Skillsfirst Level 1 Certificate in Work Skills (RQF)	1	110 / 130	27.10	-	724	724	-	724

Equality and Diversity

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 1										
EDA01	60021883	Skillsfirst Level 1 Award in Equality & Diversity (RQF)	1	16 / 20	23.70	-	100	100	-	100
Level 2										
EEEC2	60363599	Skillsfirst Level 2 Certificate in Equality, Diversity and Inclusivity in an Educational Environment (RQF)	2	109 / 129	51.30	15	724	724	-	724
LGBTC2	60352619	Skillsfirst Level 2 Certificate in LGBT Inclusion in the Workplace (RQF)	2	105 / 125	45.90	-	724	724	-	724
LGBTHC2	60355529	Skillsfirst Level 2 Certificate in LGBT Inclusivity in a Health and Social Care Environment (RQF)	2	200 / 242	51.30	15	1265	1265	-	1265

Finance and Payroll

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 1										
CAA1	60172885	Skillsfirst Level 1 Award in Computerised Accounting for Business (RQF)	1	48 / 90	20.40	*	450	450	-	450
CPBA1	60155103	Skillsfirst Level 1 Award in Computerised Payroll for Business (RQF)	1	62 / 90	20.40	*	450	450	-	450
PBA1	60331884	Skillsfirst Level 1 Award in Payroll for Business (RQF)	1	62 / 90	20.40	*	300	300	-	300
MMA1	60337904	Skillsfirst Level 1 Award in Managing your own Money (RQF)	1	21 / 25	18.80	-	150	150	-	150
MPFC1	60342602	Skillsfirst Level 1 Certificate in Managing Personal Finance (RQF)	1	103 / 123	27.00	-	724	724	-	724
Level 2										
CBBC2	60149541	Skillsfirst Level 2 Certificate in Computerised Accounting for Business (RQF)	2	104 / 160	30.60	*	724	724	-	724
CPBC2	60155115	Skillsfirst Level 2 Certificate in Computerised Payroll for Business (RQF)	2	109 / 230	30.60	*	724	724	-	724
PBC2	60331896	Skillsfirst Level 2 Certificate in Payroll for Business (RQF)	2	109 / 230	30.60	*	724	724	-	724
PFA2	60337916	Skillsfirst Level 2 Award in Introduction to Personal Finance (RQF)	2	46 / 53	26.10	-	-	-	-	-
Level 3										
CAD3	60175382	Skillsfirst Level 3 Diploma in Computerised Accounting for Business (RQF)	3	302 / 370	51.00	*	1987	1987	1987	1987
CFD3	60311769	Skillsfirst Level 3 Diploma in Computerised Finance for Business (RQF)	3	270 / 380	51.00	*	-	1265	1265	1265
FTC3	60320424	Skillsfirst Level 3 Diploma in Introduction to Financial Trading (RQF)	3	45 / 169	60.90	15	-	724	724	-

Level 5										
FTD5	60162065	Skillsfirst Level 5 Diploma in Financial Trading (RQF)	5	311 / 440	109.10	15	-	1987	-	-
Qualifications marked * may incur a Sage Fee										
Level 1		£78	Level 2		£128	Level 3		£309		

Health and Social Care

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 1										
PWA01	60022905	Skillsfirst Level 1 Award in Preparing to Work in Adult Social Care (RQF)	1	53 / 60	31.30	15	300	300	-	300
Level 2										
ERRA02	60013916	Skillsfirst Level 2 Award in Employment Responsibilities and Rights in Health, Social Care, Children and Young People's Settings (RQF)	2	24 / 30	23.40	-	-	-	-	-
PWC02	60005853	Skillsfirst Level 2 Certificate in Preparing to Work in Adult Social Care (RQF)	2	179 / 200	37.00	15	724	724	-	724
WCSD2	60093079	Skillsfirst Level 2 Diploma in Working in Care Services (RQF)	2	307 / 370	60.00	15	1987	1987	-	1987
SHMC2	60055911	Skillsfirst Level 2 Certificate in Understanding the Safe Handling of Medicines (RQF)	2	110 / 130	31.30	15	724	724	-	724
CD2	6032806X	Skillsfirst L2 Diploma in Care (RQF)	2	319 / 460	71.70	15	1987	1987	-	1987
Level 3										
PWC03	60005865	Skillsfirst Level Skillsfirst 3 Certificate in Preparing to Work in Adult Social Care (RQF)	3	190 / 210	48.50	15	-	724	724	-
CD3	60328071	Skillsfirst L3 Diploma in Adult Care (RQF)	3	315 / 580	81.90	15	-	1987	1987	-

Level 4										
CD4	60328095	Skillsfirst L4 Diploma in Adult Care (RQF)	4	479 / 700	97.20	15	-	2573	2573	-
Level 5										
CD5	60335348	Skillsfirst L5 Diploma in Adult Care (RQF)	5	474 / 800	112.50	15	-	2573	-	-
HSC5	6014340X	Skillsfirst Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (RQF)	5	505 / 900	134.70	15	-	-	-	-

Apprenticeship Standard Package Fee (includes all mandated qualifications within the standard)

Code	Qualification title	Registration fee	Certification fee
AS14	Adult Care L2	£124.80	£15.00
AS14b	Adult Care L2	£124.80	£15.00
AS18	Lead Adult Care Worker L3	£135.00	£15.00

Hospitality and Catering

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 1										
IEH1	60130453	Skillsfirst Level 1 Award in Introduction to Employment in Hospitality (RQF)	1	80 / 90	31.30	-	450	450	-	450
IHA01	60008076	Skillsfirst Level 1 Award in Introduction to the Hospitality Industry (RQF)	1	84 / 100	30.60	-	450	450	-	450
Level 2										
FHA2	60333418	Skillsfirst Level 2 Award in Food Hygiene	2	23 / 38	19.20	-	-	-	-	-

FPP02	60032212	Skillsfirst Level 2 Certificate in Hospitality and Catering Principles (Food Production and Cooking) (RQF)	2	98 / 160	31.30	15	724	724	-	724
FPD02	60032297	Skillsfirst Level 2 NVQ Diploma in Food Production and Cooking (RQF)	2	329 / 400	54.30	15	1987	1987	-	1987
WINC2	60184140	Skillsfirst Level 2 Certificate in Wine Service (RQF)	2	172 / 191	30.20	15	724	724	-	724

Justice

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 3										
DDCA3	60334411	Skillsfirst Level 3 Award in Dealing with Difficult Conversations (RQF)	3	51 / 70	33.40	15	-	-	-	-
IIC3	60182593	Skillsfirst Level 3 Certificate in Investigative Interviewing (RQF)	3	95 / 161	53.70	15	-	600	600	-

LGBT

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 2										
EEEC2	60363599	Skillsfirst Level 2 Certificate in Equality, Diversity and Inclusivity in an Educational Environment (RQF)	2	109 / 129	51.30	15	724	724	-	724
LGBTC2	60352619	Skillsfirst Level 2 Certificate in LGBT Inclusion in the Workplace (RQF)	2	105 / 125	45.90	-	724	724	-	724
LGBTHC2	60355529	Skillsfirst Level 2 Certificate in LGBT Inclusivity in a Health and Social Care Environment (RQF)	2	200 / 242	51.30	15	1265	1265	-	1265

Management and Team Leading

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 2										
TLD2	60135220	Skillsfirst Level 2 Diploma in Team Leading (RQF)	2	201 / 400	71.40	15	1265	1265	-	1265
Level 3										
TMD3	60322366	Skillsfirst Level 3 Diploma in Team Management (RQF)	3	250 / 524	107.10	15	-	1265	1265	-
MAND3	60135232	Skillsfirst Level 3 Diploma in Management (RQF)	3	284 / 550	94.50	15	-	2573	2573	-
Level 5										
PMD5	60019128	Skillsfirst Level 5 Diploma in Principles of Management and Leadership (RQF)	5	240 / 400	88.70	15	-	1265	-	-
MAND5	60135244	Skillsfirst Level 5 Diploma in Management and Leadership (RQF)	5	237 / 530	129.00	15	-	1265	-	-
OMD5	60327509	Skillsfirst Level 5 Diploma in Operational and Departmental Management (RQF)	5	263 / 603	117.80	15	-	1265	-	-

Apprenticeship Standard Package Fee (includes Functional Skills and one optional qualification)

Code	Qualification title	Registration fee	Certification fee
AS21	Team Leader / Supervisor L3	£140.10	£15.00
AS23	Operations / Departmental Manager L5	£150.30	£15.00

Recruitment

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 2										
RRC2	60134483	Skillsfirst Level 2 Certificate in Recruitment Resourcing (RQF)	2	143 / 170	42.80	15	724	724	-	724
RRNC2	60134495	Skillsfirst Level 2 NVQ Certificate in Recruitment Resourcing (RQF)	2	134 / 280	54.30	15	724	724	-	724
Level 3										
PHR3	60132139	Skillsfirst Level 3 Certificate in Principles of Human Resource (HR) Practice (RQF)	3	218 / 260	54.30	15	-	1265	1265	-
RPD3	60082823	Skillsfirst Level 3 NVQ Diploma in Recruitment (RQF)	3	188 / 410	77.20	15	-	1987	1987	-
RPP3	60082811	Skillsfirst Level 3 Certificate in Principles of Recruitment Practice (RQF)	3	100 / 260	54.30	15	-	1265	1265	-
Level 4										
RPD4	60082884	Skillsfirst Level 4 NVQ Diploma in Recruitment (RQF)	4	309 / 630	111.60	15	-	-	-	-
RPP4	60082896	Skillsfirst Level 4 Diploma in Principles of Recruitment Practice (RQF)	4	135 / 440	100.20	15	-	-	-	-

Apprenticeship Standard Package Fee (includes all mandated qualifications within the standard)

Code	Qualification title	Registration fee	Certification fee
AS28	Recruitment Resourcer L2	£130.20	£30.00
AS19	Recruitment Consultant L3	£161.80	£30.00

Retail

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 1										
IER1	60130465	Skillsfirst Level 1 Award in Introduction to Employment in Retail (RQF)	1	53 / 70	31.30	-	300	300	-	300

Sales

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 1										
IGSA1	60137976	Skillsfirst Level 1 Award in Introduction to Growing Sales (RQF)	1	97 / 120	31.30	-	600	600	-	600

Teaching and Learning in Schools

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 1										
STLC2	60026066	Skillsfirst Level 2 Certificate in Supporting Teaching and Learning in Schools (RQF)	2	180 / 300	60.30	15	1265	1265	-	1265
STLD3	60026078	Skillsfirst Level 3 Diploma in Specialist Support for Teaching and Learning in Schools (RQF)	3	232 / 440	99.90	15	-	1987	1987	-
SEA3	60333510	Skillsfirst Level 3 Award in the Principles of Special Educational Needs and Disabilities (RQF)	3	39 / 58	20.90	-	-	-	-	-

Apprenticeship Standard Package Fee (includes Functional Skills and one optional qualification)

Code	Qualification title	Registration fee	Certification fee
AS20	Teaching Assistant L3	£129.90	£15.00

Training, Assessment and Quality Assurance

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 3										
AVA03	50117440	Skillsfirst Level 3 Award in Assessing Vocationally Related Achievement (RQF)	3	54 / 90	19.80	15	-	-	300	-
ACA03	50117439	Skillsfirst Level 3 Award in Assessing Competence in the Work Environment (RQF)	3	54 / 90	19.80	15	-	-	300	-
AUA03	50117452	Skillsfirst Level 3 Award in Understanding the Principles and Practices of Assessment (RQF)	3	24 / 30	16.85	15	-	-	150	-
AVC03	50117464	Skillsfirst Level 3 Certificate in Assessing Vocational Achievement (RQF)	3	84 / 150	37.00	15	-	724	724	-
Level 4										
QAA04	50117488	Skillsfirst Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (RQF)	4	90 / 120	25.50	15	-	-	450	-
QUA04	50117476	Skillsfirst Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (RQF)	4	45 / 60	19.80	15	-	-	300	-
EAA4	60041183	Skillsfirst Level 4 Award in Externally Assuring the Quality of Assessment Processes and Practice (RQF)	4	75 / 120	25.50	15	-	-	600	-
UEA4	60041195	Skillsfirst Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice (RQF)	4	45 / 60	19.80	15	-	-	300	-

Warehousing and Storage

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 1										
IEW1	60130489	Skillsfirst Level 1 Award in Introduction to Employment in Warehousing and Storage (RQF)	1	78 / 90	31.30	-	450	450	-	450
Level 2										
ERL02	60022462	Skillsfirst Level 2 Award in Employee Rights and Responsibilities (ERR) in the logistics industry (RQF)	2	32 / 50	31.30	-	-	-	-	-
WSC02	60022474	Skillsfirst Level 2 Certificate in Warehousing and Storage (RQF)	2	101 / 260	48.50	-	1265	1265	-	1265

Well-being

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT	Reg Fee	Cert Fee	AEB	ESF	ALL	OLASS
Level 1										
IPCA1	60360562	Skillsfirst Level 1 Award in Infection Prevention and Control in the Workplace (RQF)	1	72 / 84	22.20	-	450	450	-	450
MPWA1	60350301	Skillsfirst Level 1 Award in Ways to Maintain Personal Well-being (RQF)	1	72 / 88	22.20	-	450	450	-	450
AWPC1	60360574	Skillsfirst Level 1 Certificate in Adapting Work Practice to Support Remote Working (RQF)	1	105 / 207	27.00	-	-	-	-	-
PWWC1	60350313	Skillsfirst Level 1 Certificate in the Principles of Maintaining Personal Well-being at Work (RQF)	1	104 / 122	27.00	-	724	724	-	724
WOPC1	60353247	Skillsfirst Level 1 Certificate in the Use of Well-being to Optimise Performance (RQF)	1	104 / 122	27.00	-	724	724	-	724
RWC2	60372242	Skillsfirst Level 2 Certificate in Returning to the Workplace (RQF)	2	201 / 231	30.60	-	-	-	-	-

Reformed Functional Skills English and Mathematics

Skillsfirst qual no	Learning Aim Ref	Qualification title	Registration fee	Certification fee
RFSE1	60346085	Skillsfirst Level 1 Functional Skills Qualification in English - includes 1 free resit	£17.00	-
RFSM1	60348070	Skillsfirst Level 1 Functional Skills Qualification Mathematics - includes 1 free resit	£17.00	-
RFSE2	60346061	Skillsfirst Level 2 Functional Skills Qualification in English - includes 1 free resit	£17.00	-
RFSM2	60348082	Skillsfirst Level 2 Functional Skills Qualification Mathematics - includes 1 free resit	£17.00	-
Additional RFS Resits			£18.00	

Centres that only wish to offer Functional Skills qualifications, will be charged the following fees:

Skillsfirst qual no	Learning Aim Ref	Qualification title	Registration fee	Certification fee
RFSE1	60346085	Skillsfirst Level 1 Functional Skills Qualification in English	£28.00	-
RFSM1	60348070	Skillsfirst Level 1 Functional Skills Qualification Mathematics	£28.00	-
RFSE2	60346061	Skillsfirst Level 2 Functional Skills Qualification in English	£28.00	-
RFSM2	60348082	Skillsfirst Level 2 Functional Skills Qualification Mathematics	£28.00	-
Additional RFS Resits			£14.00	

Centres only offering Functional Skills qualifications, do not qualify for the first free resit.

Functional Skills Proctoring (Remote Invigilation)

Qualifications available for Proctoring	Per Exam, Per Learner
Skillsfirst Functional Skills English / Maths at Level 1 or 2	£25.00

Additional paper-based fees

A fee of £5 per learner, per exam paper for all Reformed Functional Skills paper-based exams is chargeable to all centres, this is in addition to the registration fee. This fee will be applied upon the scheduling of paper-based exams and is non-refundable.

Reformed Functional Skills paper-based late entry fees

Late entry requests up to 14 working days prior to the examination date incur a £45 administration fee, plus £15 per exam paper, per learner + VAT.

Late entry requests between 14 and 5 working days prior to the examination incur is a £45 administration fee, plus £30 per exam paper, per learner + VAT.

Late entry requests beyond 5 working days prior to the examination date will not be authorised.

Legacy Functional Skills ICT

Skillsfirst qual no	Qualification title	Resit fee
FSI01	Skillsfirst Functional Skills Qualification in Information and Communication Technology (ICT) Level 1	£14.00
FSI02	Skillsfirst Functional Skills Qualification in Information and Communication Technology (ICT) Level 2	£14.00

Functional Skills paper based late entry fees

Late entry requests up to 14 working days prior to the examination date there is a £45 administration fee plus £15 per exam paper, per learner + VAT.

Late entry requests between 14 and 5 working days prior to the examination date there is a £45 administration fee plus £30 per exam paper, per learner + VAT.

Late entry requests beyond 5 working days prior to the examination date will not be authorised.

Restricted Qualifications

The following qualifications are restricted to DHL.

Skillsfirst qual no	Learning aim ref	Qualification title	Level	GLH / TQT
Level 1				
CISC2	60321350	Skillsfirst Level 2 Certificate in Introduction to DHL Working Practices (RQF)	2	141 / 168
CIMC3	60321386	Skillsfirst Level 3 Certificate in DHL Leadership Skills (RQF)	3	91 / 181
CSED3	60321374	Skillsfirst Level 3 Diploma in DHL Supervisory Skills (RQF)	3	241 / 487
CFSC4	60321362	Skillsfirst Level 4 Certificate in DHL Performance Coaching (RQF)	4	93 / 187

Centre Fees

Mandatory Centre Fees	Fee
Centre approval	£750
Annual fee (If annual minimum spend of £1500 is not met)	£1500
Qualification approval	FREE
Additional EV visit	£275 per day
Additional Remote monitoring activity	£150 per activity
Approval support visit	FREE
Centre devised SLC task	£300
Investigations	FREE
Replacement centre recognition certificate	£25

Associated Learner Fees	Fee
Appeals	£100 to £300 per appeal
Investigations	FREE
Learner record amendment (Name, DOB etc)	£5 per change
Proctoring	£25 per learner, per exam
Remark of a Functional Skills ICT exam	£35
Replacement certificates	£35 per certificate
Senior Examiner Learner breakdown report (Functional Skills)	£35
Transfers	£10 per qualification, per learner
Withdrawals	FREE

All fees exclude VAT, where applicable.

Useful links

Skillsfirst Awards

<http://www.skillsfirst.co.uk/home>

Skillsfirst Assess - End-point Assessment Organisation

<http://skillsfirst.co.uk/end-point-assessment>

Learning Aims Search Hub

<https://hub.fasst.org.uk/Learning%20Aims/Pages/default.aspx>

ESFA

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

IfATE

<https://www.instituteforapprenticeships.org/>

Ofqual

<https://www.gov.uk/government/organisations/ofqual>

Further Education and Skills Apprenticeships

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

Links current at the point of publication.

Skillsfirst Awards

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