

# QUALIFICATIONS AND CHARGES 2021/22



# OCN London

*Our mission is to help create a fairer society where everyone, whatever their educational background, has an opportunity to benefit from learning and realise their potential.*

OCN London is a national not-for-profit awarding organisation that offers qualifications and Access to Higher Education Diplomas. We work together with a wide range of educators and employers to help people to learn and achieve to the best of their ability.

We also offer a range of additional services to meet the different needs of our broad customer base. From supporting organisations to gain external recognition for the quality of their learning and CPD programmes, to accrediting bespoke training that is unique to an organisation.

We know you always have a choice and that's why we set our charges to provide value for money whilst ensuring we can continue to deliver the quality of service and support you have come to expect and deserve from us.

We are pleased to say that we will not be increasing our fees for the coming year. Whilst we will be incurring additional costs to comply with new Ofqual regulatory requirements we will not be passing this on to our customers.

# Contents

	Page		Page
<b>Access to HE Diplomas</b>	<b>1-3</b>	<b>Personal development and life skills</b>	<b>21</b>
<b>Pre-Access</b>	<b>4</b>	British Values and Citizenship	22
Progression - Level 2	5	Equality, Diversity and Inclusion	22
Skills for Further Study - Level 2	5	Green Skills	22
Skills for Professions - Level 2	5-6	Health and Wellbeing	22-23
<b>Digital Skills and ICT</b>	<b>7</b>	Induction to College	23
Digital Literacy	8	Leadership	23
Digital Skills	8	Peer Mentoring	23
Digital Transaction Skills	8	Personal Progress	23
Essential Digital Skills	8	Prevent Duty Awareness	24
Mobile Apps	8	Progression	24
IT User Skills	9	Safeguarding	24
<b>ESOL Skills for Life</b>	<b>10-11</b>	Skills for Independence and Employability	25
<b>Vocational Qualifications</b>	<b>12</b>	<b>Employability</b>	<b>26</b>
Agriculture, Animal & Environmental Care	13	Employability Skills	27
Applied Science and Technology	13	Entry to Employment	27
Building and Construction	14	<b>Professional Development</b>	<b>28</b>
Business, Administration and Finance	14	Domestic Abuse - Prevention & Early Intervention	29
Catering, Hospitality and Tourism	15	Health and Social Care	29
Creative Industries	15	Information, Advice and Guidance	29
Customer Service	15	Mediation	29
Digital Industries and Technology	16	Learning Support	30
Education	16	Teaching, Training and Assessment	31
Engineering	16	<b>Maths and English</b>	<b>32</b>
Enterprise and Business	17	Maths	33
First Aid	17	English	34
Hairdressing and Beauty	17	<b>Modern Foreign Languages</b>	<b>35-36</b>
Health and Social Care	18-19	<b>All other fees</b>	<b>37-47</b>
Health and Human Sciences	19		
Interior Design	19		
Marketing	20		
Public Services	20		
Skills for Vocational Studies	20		
Skills for Vocational Progression	20		
Sport	20		

# Access to Higher Education Diplomas

*Helping people who lack the traditional entry qualifications to progress into higher education.*

OCN London has been offering, quality assuring and awarding certificates for Access to HE for over 30 years. Our Access to HE Diplomas are recognised by universities and other HE institutions across the country as an effective preparation for entry to their courses.

We offer 44 validated Access to HE Diplomas which attract ESFA funding for Adult Skills under the Level 3 entitlement and Advanced Learning Loans.

In addition to an experienced team of Access to HE specialists we provide you with support and training in learner registration, unit selection, assessment and internal moderation. We also have regular briefings, updates and a fast certification turnaround.

For those learners who need additional preparation prior to enrolling onto Access to HE provision, we have a range of qualifications that are ideal for delivering as pre-Access courses. For more information see the Pre-Access section on pages 4-6.



# Access to HE Diplomas

Qual No	OCNLR Access to HE Diplomas	Level	Credits	Price
40012499	Art and Design	Level 3	60	£140
40007509	Biomedical Sciences	Level 3	60	£140
40011896	Business and Finance	Level 3	60	£140
40011926	Business and Law	Level 3	60	£140
40011914	Business Studies	Level 3	60	£140
4001258X	Computing	Level 3	60	£140
40012633	Construction and Built Environment	Level 3	60	£140
40012050	Counselling	Level 3	60	£140
40012505	Creative and Digital Media	Level 3	60	£140
40009038	Dance	Level 3	60	£140
40012517	Design	Level 3	60	£140
40012591	Digital Marketing and Social Media	Level 3	60	£140
40012608	Digital Technologies and Computer Science	Level 3	60	£140
4001258X	Digital Technologies in Business Management	Level 3	60	£140
4000904X	Drama	Level 3	60	£140
40008708	Education and Teacher Training	Level 3	60	£140
40007510	Engineering	Level 3	60	£140
40010570	Fashion Studies	Level 3	60	£140
40005975	Forensic Science	Level 3	60	£140
40011707	Health and Human Sciences	Level 3	60	£140
40011719	Health and Social Care	Level 3	60	£140
40009051	Humanities	Level 3	60	£140
40009063	Humanities and Social Science	Level 3	60	£140
40007492	International Relations	Level 3	60	£140
40011902	Law	Level 3	60	£140
40012748	Media Studies	Level 3	60	£140
40012487	Medicine	Level 3	60	£140
40007595	Medicine and Medical Biosciences	Level 3	60	£140
40011720	Midwifery	Level 3	60	£140
40006554	Music	Level 3	60	£140
40006566	Music Technology	Level 3	60	£140
40011732	Nursing	Level 3	60	£140
40011744	Paramedic Science	Level 3	60	£140
40007522	Pharmacy and Bio-Medical Sciences	Level 3	60	£140
40010594	Policing and Criminology	Level 3	60	£140

# Access to HE Diplomas

Qual No	OCNLR Access to HE Diplomas	Level	Credits	Price
40011938	Production Arts	Level 3	60	£140
40007534	Radiography	Level 3	60	£140
40007546	Science	Level 3	60	£140
40009075	Social Science	Level 3	60	£140
40011756	Social Work	Level 3	60	£140
40007558	Sports Science	Level 3	60	£140
40009087	Theatre Arts	Level 3	60	£140
40011884	Veterinary Science	Level 3	60	£140
40011768	Youth and Community Work	Level 3	60	£140

We also offer 'ready to deliver' Access to HE Diplomas in Nursing, Midwifery and Social Work. The package of units with AVA devised assignments, enables centres to offer these Diplomas without needing to select units and design their own assessments.

## Pre-Access

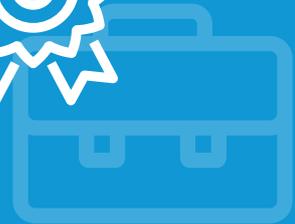
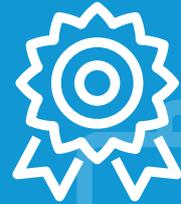
*For those learners who are not quite ready to progress into one of our Access to HE Diploma courses we provide a wide range of qualifications that can be used for Pre-Access programmes.*

**The Level 2 Skills for Further Study qualifications are ideal for combined pre-Access that prepare learners for different progression routes, including:**

- Humanities;
- Social Science;
- Science;
- Health and Human Sciences;
- Nursing and Midwifery.

**The Level 2 Skills for Professions qualifications are available in nine curriculum areas. Their size makes them ideal to be delivered alongside GCSE English and/or maths. The qualifications include a variety of learning skills units to build essential study skills in addition to curriculum specific units.**

**The Level 2 Qualifications in Progression offer maximum flexibility for providers to select and combine units into a pre-Access programme that meets the diverse needs of learners and prepares them for a wide range of Access to HE Diplomas.**



# Pre-Access

Qual No	Progression	Qual Size	Level	Credits	Price
600/8757/2	Progression	Award	Level 2	9	£38
600/9013/3	Progression	Certificate	Level 2	25	£75
600/9037/6	Progression	Diploma	Level 2	45	£105

Qual No	Skills for Further Study	Qual Size	Level	Credits	Price
603/3090/9	Skills for Further Study in Humanities and Social Science	Certificate	Level 2	16	£70
601/7559/X	Skills for Further Study in Humanities and Social Science	Extended Certificate	Level 2	25	£90
603/2822/8	Skills for Further Study in Health and Human Sciences	Certificate	Level 2	18	£70
603/2823/X	Skills for Further Study in Health and Human Sciences	Extended Certificate	Level 2	26	£90
601/7561/8	Skills for Further Study in Health and Human Sciences	Diploma	Level 2	39	£110

Qual No	Skills for Professions - Level 2	Qual Size	Level	Credits	Price
603/2968/3	Skills for Professions in Applied Science and Technology	Award	Level 2	6	£31
603/2969/5	Skills for Professions in Building and Construction	Award	Level 2	6	£31
603/2974/9	Skills for Professions in Business, Administration and Finance	Award	Level 2	6	£31
603/1254/4	Skills for Professions in Catering, Hospitality and Tourism	Award	Level 2	6	£31
603/2979/8	Skills for Professions in Creative and Digital Industries	Award	Level 2	6	£31
603/4190/7	Skills for Professions in Digital Industries and Technology	Award	Level 2	6	£31
603/2984/1	Skills for Professions in Engineering	Award	Level 2	6	£31
603/2985/3	Skills for Professions in Health and Social Care	Award	Level 2	6	£31
603/3864/7	Skills for Professions in Horticulture, Environmental and Animal Care	Award	Level 2	6	£31

# Pre-Access

Qual No	Skills for Professions - Level 2	Qual Size	Level	Credits	Price
601/5811/6	Skills for Professions in Applied Science and Technology	Certificate	Level 2	18	£70
601/6281/8	Skills for Professions in Building and Construction	Certificate	Level 2	16	£70
601/6056/1	Skills for Professions in Business, Administration and Finance	Certificate	Level 2	16	£70
603/1255/5	Skills for Professions in Catering, Hospitality and Tourism	Certificate	Level 2	16	£70
601/6174/7	Skills for Professions in Creative and Digital Industries	Certificate	Level 2	18	£70
603/4192/0	Skills for Professions in Digital Industries and Technology	Certificate	Level 2	16	£70
601/5758/6	Skills for Professions in Engineering	Certificate	Level 2	16	£70
601/5753/7	Skills for Professions in Health and Social Care	Certificate	Level 2	16	£70
603/3865/9	Skills for Professions in Horticulture, Environment and Animal Care	Certificate	Level 2	16	£70
601/6062/7	Skills for Professions in Applied Science and Technology	Extended Certificate	Level 2	26	£90
601/6289/2	Skills for Professions in Building and Construction	Extended Certificate	Level 2	26	£90
601/6057/3	Skills for Professions in Business, Administration and Finance	Extended Certificate	Level 2	26	£90
601/6272/7	Skills for Professions in Creative and Digital Industries	Extended Certificate	Level 2	27	£90
603/4196/8	Skills for Professions in Digital Industries and Technology	Extended Certificate	Level 2	26	£90
601/6063/9	Skills for Professions in Engineering	Extended Certificate	Level 2	26	£90
601/5754/9	Skills for Professions in Health and Social Care	Extended Certificate	Level 2	26	£90
603/1256/7	Skills for Professions in Catering, Hospitality and Tourism	Diploma	Level 2	37	£120
603/4197/X	Skills for Professions in Digital Industries and Technology	Diploma	Level 2	37	£120
603/3850/7	Skills for Professions in Horticulture, Environment and Animal Care	Diploma	Level 2	37	£120

## Digital Skills and ICT

*Equipping people with the essential digital skills for work and home.*

**Nine out of ten new jobs require people with digital skills. In response to this need we offer a suite of qualifications to provide opportunities for learners to acquire a strong grounding and practical skills in ICT. They are aimed at people who need digital skills in their work, for study, at home or in the community.**

**Our new Essential Digital Skills Qualifications (EDSQs) have been designed in a way that is practical and learner-centred, using interactive workbooks that enable assessment to be embedded easily into teaching and learning. The qualifications include free access to bksb diagnostic assessments and learning materials.**



# Digital and ICT

Qual No	Digital Literacy	Qual Size	Level	Credits	Price
603/3665/1	Digital Literacy	Award	Entry 3	3	£19
603/3666/3	Digital Literacy	Award	Level 1	3	£19
603/3667/5	Digital Literacy	Award	Level 2	3	£19

Qual No	Digital Skills	Qual Size	Level	Credits	Price
603/2845/9	Digital Skills	Award	Entry 3	6	£31
603/6170/0	Digital Wellbeing	Award	Entry 3	1	£19
603/6138/4	Critical Thinking Skills for the Digital World	Award	Level 1	1	£19
603/2847/2	Digital Skills	Award	Level 1	6	£31
603/6174/8	Digital Wellbeing	Award	Level 1	1	£19
603/2951/8	Digital Skills	Award	Level 2	6	£31
603/2846/0	Digital Skills	Certificate	Entry 3	15	£58
603/5361/2	Digital Skills	Extended Certificate	Entry 3	29	£102
603/2848/4	Digital Skills	Certificate	Level 1	15	£58
603/3952/X	Digital Skills	Certificate	Level 2	15	£58

Qual No	Digital Transaction Skills	Qual Size	Level	Credits	Price
603/3902/0	Digital Transaction Skills	Award	Entry 3	4	£25
603/3903/2	Digital Transaction Skills	Award	Level 1	4	£25

Qual No	Essential Digital Skills	Qual Size	Level	Credits	Price
603/6933/4	Essential Digital Skills for Everyday Life	Award	Entry 3	5	£18
603/6932/2	Essential Digital Skills for Everyday Life	Award	Level 1	5	£18

Qual No	Mobile Apps	Qual Size	Level	Credits	Price
603/3346/7	Mobile Application Development and Enterprise	Award	Level 2	10	£47
603/3347/9	Mobile Application Development and Enterprise	Certificate	Level 2	23	£95

# Digital and ICT

Qual No	IT User Skills	Qual Size	Level	Credits	Price
600/9175/7	Online Basics	Award	Entry 3	1	£19
603/2702/9	Internet Safety	Award	Level 1	1	£19
600/9333/X	IT User Skills	Award	Level 1	9	£33
600/9338/9	IT User Skills	Award	Level 2	10	£38
600/9395/X	IT User Skills	Award	Level 3	12	£45
600/9760/7	IT User Skills	Certificate	Level 1	13	£48
600/9339/0	IT User Skills	Certificate	Level 2	16	£52
600/9398/5	IT User Skills	Certificate	Level 3	25	£78
600/9387/0	IT User Skills	Diploma	Level 1	37	£95
600/9340/7	IT User Skills	Diploma	Level 2	38	£105
600/9400/X	IT User Skills	Diploma	Level 3	39	£105

## ESOL Skills for Life

*Empowering people to seek and gain meaningful employment and fulfil their potential.*

**Our ESOL Skills for Life qualifications were developed using the knowledge and expertise gained from many years of working with centres to accredit their ESOL provision.**

**The qualifications facilitate language development to help people to:**

- **Gain or progress within meaningful and sustainable employment;**
- **Develop skills that support engagement in daily life activities;**
- **Develop further independence;**
- **Feel part of and connected to wider society;**
- **Build confidence in socialising with others in different contexts;**
- **Access services and benefits.**

**We place authenticity firmly at the heart of our on-demand ESOL assessments, ensuring that we use real language in realistic contexts so that each task offers up a meaningful experience that learners may connect with and encounter in real life.**



# ESOL Skills for Life

Qual No	ESOL Skills for Life	Qual Size	Level	Credits	Price
603/4717/X	ESOL Skills for Life	Certificate	Entry 1	27	£34
603/4718/1	ESOL Skills for Life	Certificate	Entry 2	27	£34
603/4719/3	ESOL Skills for Life	Certificate	Entry 3	27	£34
603/4720/X	ESOL Skills for Life	Certificate	Level 1	27	£34
603/4721/1	ESOL Skills for Life	Certificate	Level 2	27	£34
603/4622/X	ESOL Skills for Life (Reading)	Award	Entry 1	6	£12
603/4706/5	ESOL Skills for Life (Reading)	Award	Entry 2	6	£12
603/4625/5	ESOL Skills for Life (Reading)	Award	Entry 3	6	£12
603/4627/9	ESOL Skills for Life (Reading)	Award	Level 1	6	£12
603/4629/2	ESOL Skills for Life (Reading)	Award	Level 2	6	£12
603/4707/7	ESOL Skills for Life (Speaking and Listening)	Award	Entry 1	12	£20
603/4708/9	ESOL Skills for Life (Speaking and Listening)	Award	Entry 2	12	£20
603/4709/0	ESOL Skills for Life (Speaking and Listening)	Award	Entry 3	12	£20
603/4710/7	ESOL Skills for Life (Speaking and Listening)	Award	Level 1	12	£20
603/4711/9	ESOL Skills for Life (Speaking and Listening)	Award	Level 2	12	£20
603/4712/0	ESOL Skills for Life (Writing)	Award	Entry 1	9	£12
603/4713/2	ESOL Skills for Life (Writing)	Award	Entry 2	9	£12
603/4714/4	ESOL Skills for Life (Writing)	Award	Entry 3	9	£12
603/4715/6	ESOL Skills for Life (Writing)	Award	Level 1	9	£12
603/4716/8	ESOL Skills for Life (Writing)	Award	Level 2	9	£12

## Vocational qualifications

*Helping people to progress to employment, update their skills or prepare for study at a higher level.*

**Our wide range of vocational qualifications are designed to equip people with the essential knowledge and skills to move on to employment or further study in a particular sector, or to enhance their skills for progression in the workplace.**

**The qualifications offer you the flexibility needed to support creative and innovative curriculum design that meets the diverse needs of your learners.**

**Our Skills for Professions qualifications are available at Levels 1 and 2 and have a wide choice of units. They are ideal for use as part of study programmes, Pre-Access packages and courses preparing learners for progression to higher level vocational qualifications or employment.**



# Vocational qualifications

Qual No	Agriculture, Animal & Environmental Care	Qual Size	Level	Credits	Price
603/4777/6	Horticulture Skills	Award	Entry 3	6	£31
603/4778/8	Horticulture Skills	Certificate	Entry 3	21	£85
603/2518/5	Skills for Professions in Animal Care	Award	Level 1	9	£38
601/8457/7	Skills for Professions in Animal Care	Certificate	Level 1	32	£110
603/6392/7	Skills for Professions in Horticulture, Environmental and Animal Care	Award	Level 1	9	£38
603/6393/9	Skills for Professions in Horticulture, Environmental and Animal Care	Certificate	Level 1	32	£108
603/3864/7	Skills for Professions in Horticulture, Environmental and Animal Care	Award	Level 2	6	£31
603/3464/2	Canine Hydrotherapy Assistants	Award	Level 2	12	£47
603/3865/9	Skills for Professions in Horticulture, Environmental and Animal Care	Certificate	Level 2	16	£70
603/3850/7	Skills for Professions in Horticulture, Environmental and Animal Care	Diploma	Level 2	37	£120
603/5159/7	Handling and Managing Horses in Equine Assisted Learning	Award	Level 3	6	£31
603/3465/4	Canine Hydrotherapy	Certificate	Level 3	30	£89
603/3466/6	Canine Hydrotherapy	Award	Level 4	12	£50
603/7547/4	Canine Hydrotherapy for Veterinary Physiotherapists	Certificate	Level 4	30	£102
603/3467/8	Canine Hydrotherapy	Diploma	Level 4	37	£110

Qual No	Applied Science and Technology	Qual Size	Level	Credits	Price
603/2552/7	Skills for Professions in Applied Science and Technology	Award	Level 1	9	£38
601/8458/9	Skills for Professions in Applied Science and Technology	Certificate	Level 1	32	£110
603/2968/3	Skills for Professions in Applied Science and Technology	Award	Level 2	6	£31
601/5811/6	Skills for Professions in Applied Science and Technology	Certificate	Level 2	18	£70
601/6062/7	Skills for Professions in Applied Science and Technology	Extended Certificate	Level 2	26	£90

# Vocational qualifications

Qual No	Building and Construction	Qual Size	Level	Credits	Price
601/2689/9	Work Preparation for Building and Construction	Award	Level 1	6	£31
603/2610/4	Health and Safety in a Construction Environment	Award	Level 1	3	£19
601/2706/5	Work Preparation for Building and Construction	Certificate	Level 1	18	£70
603/2969/5	Skills for Professions in Building and Construction	Award	Level 2	6	£31
601/6281/8	Skills for Professions in Building and Construction	Certificate	Level 2	16	£70
601/6289/2	Skills for Professions in Building and Construction	Extended Certificate	Level 2	26	£90

Qual No	Business, Administration and Finance	Qual Size	Level	Credits	Price
603/2663/3	Skills for Professions in Business, Administration and Finance	Award	Level 1	9	£38
601/4406/3	Business Administration	Certificate	Level 1	25	£102
601/8459/0	Skills for Professions in Business, Administration and Finance	Certificate	Level 1	32	£110
603/2974/9	Skills for Professions in Business, Administration and Finance	Award	Level 2	6	£31
601/6056/1	Skills for Professions in Business, Administration and Finance	Certificate	Level 2	16	£70
601/6057/3	Skills for Professions in Business, Administration and Finance	Extended Certificate	Level 2	26	£90
601/8988/5	Principles of Business Administration	Certificate	Level 3	17	£68
603/1391/2	Business Administration	Award	Level 4	12	£50
603/1393/6	Business Administration	Certificate	Level 4	28	£105
603/1394/8	Business Administration	Diploma	Level 4	42	£120

# Vocational qualifications

Qual No	Catering, Hospitality and Tourism	Qual Size	Level	Credits	Price
603/2802/2	Skills for Professions in Catering, Hospitality and Tourism	Award	Level 1	9	£38
603/2803/4	Skills for Professions in Catering, Hospitality and Tourism	Certificate	Level 1	32	£110
603/1254/3	Skills for Professions in Catering, Hospitality and Tourism	Award	Level 2	6	£31
603/1255/5	Skills for Professions in Catering, Hospitality and Tourism	Certificate	Level 2	16	£70
603/1256/7	Skills for Professions in Catering, Hospitality and Tourism	Diploma	Level 2	37	£120

Qual No	Creative Industries	Qual Size	Level	Credits	Price
603/4662/0	Creative and Digital Media	Award	Entry 3	6	£31
603/1310/9	Music Technology	Award	Entry 3	5	£31
603/4506/8	Creative and Digital Media	Award	Level 1	6	£31
603/2529/X	Skills for Professions in Creative and Digital Industries	Award	Level 1	9	£38
603/4664/4	Creative and Digital Media	Certificate	Entry 3	15	£58
603/4511/1	Creative and Digital Media	Certificate	Level 1	15	£58
601/8474/7	Skills for Professions in Creative and Digital Industries	Certificate	Level 1	32	£110
603/7531/0	Singing Solo Performance and Theory: Hindustani Classical Vocal	Award	Level 2	10	£47
603/2979/8	Skills for Professions in Creative and Digital Industries	Award	Level 2	6	£31
601/6174/7	Skills for Professions in Creative and Digital Industries	Certificate	Level 2	18	£70
603/2732/7	Performing Arts	Certificate	Level 2	18	£70
603/2734/0	Performing Arts	Extended Certificate	Level 2	27	£102
601/6272/7	Skills for Professions in Creative and Digital Industries	Extended Certificate	Level 2	27	£90
603/4207/9	Performing Arts	Diploma	Level 3	45	£120

Qual No	Customer Service	Qual Size	Level	Credits	Price
601/4404/X	Customer Service	Certificate	Level 1	23	£92
600/9593/3	Principles of Customer Service	Certificate	Level 2	13	£59

# Vocational qualifications

Qual No	Digital Industries and Technology	Qual Size	Level	Credits	Price
603/4184/1	Skills for Professions in Digital Industries and Technology	Award	Level 1	6	£31
603/4185/3	Skills for Professions in Digital Industries and Technology	Extended Award	Level 1	9	£38
603/4186/5	Skills for Professions in Digital Industries and Technology	Certificate	Level 1	18	£70
603/4187/7	Skills for Professions in Digital Industries and Technology	Extended Certificate	Level 1	32	£115
603/4188/9	Skills for Professions in Digital Industries and Technology	Diploma	Level 1	37	£120
603/4190/7	Skills for Professions in Digital Industries and Technology	Award	Level 2	6	£31
603/4192/0	Skills for Professions in Digital Industries and Technology	Certificate	Level 2	16	£70
603/4196/8	Skills for Professions in Digital Industries and Technology	Extended Certificate	Level 2	26	£90
603/4197/X	Skills for Professions in Digital Industries and Technology	Diploma	Level 2	37	£120

Qual No	Education	Qual Size	Level	Credits	Price
603/4398/9	Preparing to Work in Schools	Award	Level 1	6	£38
603/2530/6	Skills for Professions in Early Years	Award	Level 1	9	£38
601/8460/7	Skills for Professions in Early Years	Certificate	Level 1	32	£110

Qual No	Engineering	Qual Size	Level	Credits	Price
603/2666/9	Skills for Professions in Construction and Engineering	Award	Level 1	9	£38
603/2668/2	Skills for Professions in Construction and Engineering	Certificate	Level 1	32	£110
603/2984/1	Skills for Professions in Engineering	Award	Level 2	6	£28
601/5758/6	Skills for Professions in Engineering	Certificate	Level 2	16	£70
601/6063/9	Skills for Professions in Engineering	Extended Certificate	Level 2	26	£90

# Vocational qualifications

Qual No	Enterprise and Business	Qual Size	Level	Credits	Price
600/5531/5	First Steps to Enterprise	Certificate	Level 2	13	£58
600/5633/2	Creating a Business: Concept and Planning	Award	Level 3	8	£38
600/8680/4	Creating and Sustaining a Business	Certificate	Level 3	27	£105

Qual No	First Aid	Qual Size	Level	Credits	Price
603/3097/1	First Aid at Work	Award	Level 3	3	£15*
603/3096/X	Emergency First Aid at Work	Award	Level 3	1	£12*

Qual No	Hairdressing and Beauty	Qual Size	Level	Credits	Price
601/0380/2	Creative Hair Studies	Award	Level 1	9	£38
603/2531/8	Skills for Professions in Hair and Beauty	Award	Level 1	9	£38
601/8461/9	Skills for Professions in Hair and Beauty	Certificate	Level 1	32	£110

## *First Aid at Work*

*\*Fee reduced to £10 after the first 100 registrations in the academic year*

## *Emergency First Aid at Work*

*\*Fee reduced to £8 after the first 100 registrations in the academic year*

# Vocational qualifications

Qual No	Health and Social Care	Qual Size	Level	Credits	Price
603/1360/2	Assisted Living Awareness	Award	Level 1	3	£19
601/3124/X	Introduction to Health, Social Care and Children's and Young Peoples Settings	Award	Level 1	10	£40
601/1749/7	Preparing to Work in Adult Social Care	Award	Level 1	6	£31
603/2533/1	Skills for Professions in Health and Social Care	Award	Level 1	9	£38
603/3118/5	Dementia Awareness	Award	Level 1	3	£19
601/3125/1	Introduction to Health, Social Care and Children's and Young Peoples Settings	Certificate	Level 1	25	£80
601/8462/0	Skills for Professions in Health and Social Care	Certificate	Level 1	32	£110
603/1361/4	Assisted Living Awareness	Award	Level 2	3	£19
603/2985/3	Skills for Professions in Health and Social Care	Award	Level 2	6	£31
600/9121/6	Awareness of Dementia	Award	Level 2	8	£38
600/9886/7	Promoting Employment in Social Care	Award	Level 2	6	£31
600/9559/3	Supporting Activity Provision in Social Care	Award	Level 2	8	£38
601/5753/7	Skills for Professions in Health and Social Care	Certificate	Level 2	16	£70
601/5754/9	Skills for Professions in Health and Social Care	Extended Certificate	Level 2	26	£90
603/3275/X	Skills for Professions in Health and Social Care	Diploma	Level 2	37	£120
603/1362/6	Assisted Living Awareness	Award	Level 3	3	£19
600/9551/9	Awareness of Dementia	Award	Level 3	11	£47
603/6811/1	Trusted Assessor: Assessing for Minor Adaptations	Award	Level 3	3	£19
601/1061/2	Activity Provision in Social Care	Certificate	Level 3	18	£70
603/1397/3	Assisted Living	Certificate	Level 3	18	£70
601/4351/4	Bridging Skills for Higher Education*	Certificate	Level 3	16	£45
603/2267/6	Neuro Linguistic Programming	Certificate	Level 3	22	£95
601/2349/7	Tackling Substance Misuse	Certificate	Level 3	15	£58

\*This qualification carries 8 UCAS points.

# Vocational qualifications

Qual No	Health and Social Care	Qual Size	Level	Credits	Price
603/2006/0	Developing Awareness of Assisted Living Technology	Award	Level 4	6	£31
603/2007/2	Developing Innovation in Health and Social Care Practice	Award	Level 4	6	£31
603/2008/4	Managing Change in Health and Social Care Practice	Award	Level 4	6	£31
603/2011/4	Reablement in Health and Social Care	Award	Level 4	6	£31
603/6812/3	Trusted Assessor: Assessing and Adapting the Home	Award	Level 4	4	£31
603/2012/6	Understanding the Health and Social Care Needs of an Ageing Population	Award	Level 4	6	£31
603/2013/8	Assisted Living	Certificate	Level 4	24	£97
603/0601/4	Facilitating Equine Assisted Learning	Certificate	Level 4	26	£102
603/2306/1	Palliative Care Awareness	Award	Level 5	8	£40

Qual No	Health and Human Sciences	Qual Size	Level	Credits	Price
603/6165/7	Preventing the Spread of Infection and Disease	Award	Entry 3	1	£19
603/6168/2	Preventing the Spread of Infection and Disease	Award	Level 1	1	£19
603/2822/8	Skills for Further Study in Health and Human Sciences	Certificate	Level 2	18	£70
603/2823/X	Skills for Further Study in Health and Human Sciences	Extended Certificate	Level 2	26	£90
601/7561/8	Skills for Further Study in Health and Human Sciences	Diploma	Level 2	39	£110

Qual No	Interior Design	Qual Size	Level	Credits	Price
601/1105/7	Interior Design	Award	Level 2	9	£38
601/1106/9	Interior Design	Award	Level 3	11	£50

# Vocational qualifications

Qual No	Marketing	Qual Size	Level	Credits	Price
603/0951/9	Content Marketing	Award	Level 4	5	£35
603/0952/0	Digital Advertising	Award	Level 4	5	£35
603/0953/2	Digital Analytics	Award	Level 4	5	£35
603/0954/4	Digital Marketing Planning	Award	Level 4	5	£35
603/0955/6	Email Marketing Essentials	Award	Level 4	5	£35
603/0956/8	Marketing Fundamentals	Award	Level 4	5	£35
603/0957/X	Online Customer Experience	Award	Level 4	5	£35
603/0958/1	Search Engine Marketing	Award	Level 4	5	£35
603/0959/3	Social Media Marketing	Award	Level 4	5	£35
603/0960/X	Essentials of Digital Marketing	Award	Level 4	5	£35
603/0950/7	Digital Marketing	Certificate	Level 4	25	£110
603/0949/0	Digital Marketing	Diploma	Level 4	40	£120

Qual No	Public Services	Qual Size	Level	Credits	Price
601/8931/9	Community Campaigning*	Award	Level 3	11	£47
603/2626/8	Skills for Professions in Public Services	Award	Level 1	9	£38
601/8463/2	Skills for Professions in Public Services	Certificate	Level 1	32	£110

Qual No	Skills for Vocational Studies	Qual Size	Level	Credits	Price
603/0689/0	Skills for Vocational Studies	Award	Entry 3	9	£38
603/0691/9	Skills for Vocational Studies	Certificate	Entry 3	32	£110
601/8937/X	Skills for Vocational Studies	Award	Level 1	9	£38
601/8933/2	Skills for Vocational Studies	Certificate	Level 1	32	£110

Qual No	Skills for Vocational Progression	Qual Size	Level	Credits	Price
603/0796/1	Skills for Vocational Progression	Award	Entry 3	9	£38
603/0797/3	Skills for Vocational Progression	Certificate	Entry 3	32	£110

Qual No	Sport	Qual Size	Level	Credits	Price
603/2534/3	Skills for Professions in Sport	Award	Level 1	9	£38
601/8464/4	Skills for Professions in Sport	Certificate	Level 1	32	£110
603/1424/2	Football Administration	Award	Level 2	4	£31

\*This qualification carries 8 UCAS points.

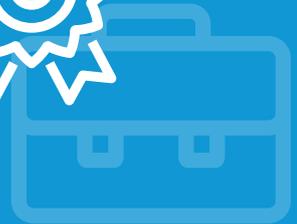
## Personal development and life skills

*Supporting people with their personal, social, health and economic wellbeing.*

**OCN London's personal development and life skills qualifications cover a range of skills that people need to help them lead safe, healthy and fulfilling lives.**

**Our short qualifications can be delivered as short courses or as part of a broader programme.**

**Our life skills qualifications can be used to design a tailored and engaging curriculum that supports independent and healthy living, and the development of skills needed to progress to sustainable employment.**



# Personal development and life skills

Qual No	British Values and Citizenship	Qual Size	Level	Credits	Price
603/1995/1	Awareness of British Values and Citizenship	Award	Level 1	1	£18

Qual No	Equality, Diversity and Inclusion	Qual Size	Level	Credits	Price
600/5044/5	Equality, Diversity and Inclusion	Award	Entry 3	1	£19
600/5066/4	Equality, Diversity and Inclusion	Award	Level 1	1	£19
600/4897/9	Equality, Diversity and Inclusion	Award	Level 2	1	£19

Qual No	Green Skills	Qual Size	Level	Credits	Price
610/0678/6	Delivering a Sustainability Project	Award	Entry 3	3	£19
610/0683/X	Exploring Careers in the Green Industries	Award	Entry 3	3	£19
610/0686/5	Investigating an Environmental Issue	Award	Entry 3	3	£19
610/0680/4	Delivering a Sustainability Project	Award	Level 1	3	£19
610/0684/1	Exploring Careers in the Green Industries	Award	Level 1	3	£19
610/0687/7	Investigating an Environmental Issue	Award	Level 1	3	£19
610/0681/6	Delivering a Sustainability Project	Award	Level 2	3	£19
610/0685/3	Exploring Careers in the Green Industries	Award	Level 2	3	£19
610/0688/9	Investigating an Environmental Issue	Award	Level 2	3	£19

Qual No	Health and Wellbeing	Qual Size	Level	Credits	Price
603/5385/5	Awareness of Health and Wellbeing	Award	Entry 3	1	£19
603/5386/7	Developing Emotional Resilience	Award	Entry 3	1	£19
603/5387/9	Developing Healthy Relationships and Respect	Award	Entry 3	1	£19
603/5388/0	Developing Personal Confidence and Self Awareness	Award	Entry 3	1	£19
603/5389/2	Personal Safety Awareness	Award	Entry 3	1	£19
603/5390/9	Planning a Healthy Diet	Award	Entry 3	1	£19
603/5391/0	Understanding the Effects of Sleep on Health	Award	Entry 3	1	£19
603/5392/2	Understanding the Importance of a Balanced Diet and Regular Exercise	Award	Entry 3	1	£19
603/3123/9	Awareness of Drugs and Substance Misuse	Award	Level 1	1	£19
603/3116/1	Awareness of Health and Wellbeing	Award	Level 1	1	£19
603/2570/7	Awareness of Mental Health and Wellbeing	Award	Level 1	1	£19

# Personal development and life skills

Qual No	Health and Wellbeing	Qual Size	Level	Credits	Price
603/3117/3	Body Image and the Media	Award	Level 1	1	£19
603/3120/3	Developing Assertive Behaviour	Award	Level 1	2	£19
603/3121/5	Developing Emotional Resilience	Award	Level 1	1	£19
603/3119/7	Developing Healthy Relationships and Respect	Award	Level 1	2	£19
603/3122/7	Developing Personal Confidence and Self Awareness	Award	Level 1	3	£19
603/3124/0	Personal Safety Awareness	Award	Level 1	2	£19
603/3125/2	Planning a Healthy Diet	Award	Level 1	3	£19
603/3126/4	Social Media and Mental Wellbeing	Award	Level 1	2	£19
603/3127/6	Stress and Stress Management Techniques	Award	Level 1	3	£19
603/3130/6	Understanding Personal and Interpersonal Conflict	Award	Level 1	3	£19
603/3128/8	Understanding the Effects of Sleep on Health	Award	Level 1	1	£19
603/3131/8	Understanding the Importance of a Balanced Diet and Regular Exercise	Award	Level 1	1	£19
603/3134/3	Health and Wellbeing	Certificate	Level 1	13	£58
603/2571/9	Awareness of Mental Health and Wellbeing	Award	Level 2	2	£19
603/1363/8	Emotional Resilience	Award	Level 2	6	£31

Qual No	Induction to College	Qual Size	Level	Credits	Price
600/8453/4	Induction to College	Award	Entry 3	3	£19

Qual No	Leadership	Qual Size	Level	Credits	Price
603/2689/X	Developing Leadership Skills	Award	Level 1	1	£19
603/2686/4	Developing Leadership Skills	Award	Level 2	2	£19

Qual No	Peer Mentoring	Qual Size	Level	Credits	Price
600/5827/4	Peer Mentoring	Award	Level 2	6	£31

Qual No	Personal Progress	Qual Size	Level	Credits	Price
600/8271/9	Personal Progress	Award	Entry 1	8	£38
600/8270/7	Personal Progress	Certificate	Entry 1	14	£58

# Personal development and life skills

Qual No	Prevent Duty	Qual Size	Level	Credits	Price
603/4461/1	Prevent Duty Awareness	Award	Entry 3	1	£16
601/9031/0	Prevent Duty Awareness	Award	Level 1	1	£16
601/9030/9	Prevent Duty Awareness	Award	Level 3	2	£16

Qual No	Progression	Qual Size	Level	Credits	Price
600/8598/8	Progression	Award	Entry 3	3	£19
601/4339/3	Progression	Extended Award	Entry 3	6	£31
600/8636/1	Progression	Certificate	Entry 3	15	£41
601/1389/3	Progression	Diploma	Entry 3	37	£95
600/8657/9	Progression	Award	Level 1	6	£31
600/8679/8	Progression	Certificate	Level 1	21	£65
600/8973/8	Progression	Diploma	Level 1	42	£100
600/8757/2	Progression	Award	Level 2	9	£38
600/9013/3	Progression	Certificate	Level 2	25	£75
600/9037/6	Progression	Diploma	Level 2	45	£105
600/9038/8	Progression	Award	Level 3	12	£45

Qual No	Safeguarding	Qual Size	Level	Credits	Price
603/1999/9	Understanding Safeguarding in a Learning Environment	Award	Level 1	1	£18.50
603/3093/4	Understanding Safeguarding in a Working Environment	Award	Level 2	2	£18.50

# Personal development and life skills

Qual No	Skills for Independence and Employability	Qual Size	Level	Credits	Price
<i>These qualifications have replaced the 'Independent Living' qualifications which have now been withdrawn</i>					
603/5410/0	Skills for Independence and Employability	Award	Entry 1	9	£38
603/5411/2	Skills for Independence and Employability	Award	Entry 2	9	£38
603/5412/4	Skills for Independence and Employability	Award	Entry 3	9	£38
603/5413/6	Skills for Independence and Employability	Certificate	Entry 1	18	£65
603/5414/8	Skills for Independence and Employabilitys	Certificate	Entry 2	18	£65
603/5415/X	Skills for Independence and Employability	Certificate	Entry 3	18	£65
603/5416/1	Skills for Independence and Employability	Extended Certificate	Entry 1	27	£102
603/5417/3	Skills for Independence and Employability	Extended Certificate	Entry 2	27	£102
603/5418/5	Skills for Independence and Employability	Extended Certificate	Entry 3	27	£102
603/5419/7	Skills for Independence and Employability	Diploma	Entry 1	37	£120
603/5420/3	Skills for Independence and Employability	Diploma	Entry 2	37	£120
603/5421/5	Skills for Independence and Employability	Diploma	Entry 3	37	£120

## Employability

*Preparing people for employment with work-related and transferable skills.*

**These qualifications are aimed at people who:**

- **Are on a vocational programme;**
- **Are preparing to enter employment for the first time;**
- **Are looking to improve their skills for a return to work;**
- **Are offenders needing evidence of work-readiness on release;**
- **Have special educational needs or disabilities.**

**Our employability qualifications can be used as evidence to demonstrate work readiness to employers. They can be embedded within vocational programmes or delivered as stand-alone qualifications in a range of environments including colleges, training centres, day centres, prisons and the workplace.**



# Employability

Qual No	Employability Skills	Qual Size	Level	Credits	Price
600/8089/9	Preparing for Employment	Award	Entry 3	4	£31
600/8274/4	Employability	Award	Level 1	7	£38
600/8090/5	Preparing for Employment	Award	Level 1	4	£31
603/6332/0	Personal Development and Employability	Award	Level 1	9	£38
600/8266/5	Employability	Certificate	Level 1	13	£55
601/8912/5	Learning and Employability Skills for Progression to Vocational Study	Certificate	Level 1	32	£110
603/6333/2	Personal Development and Employability	Certificate	Level 1	20	£85
600/8273/2	Employability	Award	Level 2	3	£19
600/8272/0	Employability	Certificate	Level 2	13	£55

Qual No	Entry to Employment	Qual Size	Level	Credits	Price
<i>These qualifications have replaced the 'Using Employability Skills' qualifications which have now been withdrawn</i>					
603/5863/4	Entry to Employment	Award	Entry 1	6	£28
603/5866/X	Entry to Employment	Award	Entry 2	6	£28
603/5870/1	Entry to Employment	Award	Entry 3	6	£28
603/5864/6	Entry to Employment	Certificate	Entry 1	13	£58
603/5867/1	Entry to Employment	Certificate	Entry 2	13	£58
603/5872/5	Entry to Employment	Certificate	Entry 3	13	£58

# Professional development

*Supporting people to enhance their expertise and progress their careers.*

**Our professional development qualifications are intended for people, mostly aged 19 or over, who want to update their knowledge and skills. They will be of interest to people working (or wanting to work) in the following areas:**

- **Teaching, training and mentoring;**
- **Tackling domestic abuse;**
- **Supporting people with special educational needs and disabilities;**
- **Assessment and validation;**
- **Information, advice and guidance;**
- **Mediation.**



# Professional development

Qual No	Domestic Abuse - Prevention & Early Intervention	Qual Size	Level	Credits	Price
601/8814/5	Domestic Abuse - Prevention and Early Intervention	Certificate	Level 3	30	£102
601/8829/7	Domestic Abuse - Prevention and Early Intervention	Diploma	Level 3	42	£110
603/2439/9	Skills for Service Managers Working in Gender Based Services	Award	Level 4	12	£47

Qual No	Health and Social Care	Qual Size	Level	Credits	Price
603/2267/6	Neuro Linguistic Programming	Certificate	Level 3	22	£95
603/0601/4	Facilitating Equine Assisted Learning	Certificate	Level 4	26	£102

Qual No	Information, Advice and Guidance	Qual Size	Level	Credits	Price
600/9606/8	Information, Advice or Guidance	Award	Level 1	6	£31
600/9607/X	Information, Advice or Guidance	Award	Level 2	6	£31
600/9608/1	Information, Advice or Guidance	Certificate	Level 2	15	£58
600/9609/3	Information, Advice or Guidance	Award	Level 3	9	£38

Qual No	Mediation	Qual Size	Level	Credits	Price
600/5212/0	Understanding Mediation	Award	Level 2	6	£31
600/5214/4	Understanding Mediation	Award	Level 3	6	£31
600/6214/9	Mediation Theory and Practice	Certificate	Level 3	15	£58

# Professional development

Qual No	Learning Support	Qual Size	Level	Credits	Price
601/2472/6	Meeting the Needs of Learners with Attention Deficit Hyperactivity Disorder in the Mainstream Classroom	Award	Level 2	2	£19
601/2466/0	Understanding the Needs of Individuals with Profound and Multiple Learning Difficulties	Award	Level 2	2	£19
601/4317/4	Meeting the Needs of Learners with Autistic Spectrum Conditions in the Mainstream Classroom	Award	Level 2	3	£19
601/6454/2	Skills for Learning Support Practitioners	Award	Level 2	6	£31
601/6455/4	Skills for Learning Support Practitioners	Extended Award	Level 2	10	£47
601/6456/6	Skills for Learning Support Practitioners	Certificate	Level 2	14	£50
601/2467/2	Meeting the Needs of Learners with Attention Deficit Hyperactivity Disorder in the Mainstream Classroom	Award	Level 3	2	£19
601/2465/9	Understanding the Needs of Individuals with Profound and Multiple Learning Difficulties	Award	Level 3	2	£19
601/4316/2	Meeting the Needs of Learners with Autistic Spectrum Conditions in the Mainstream Classroom	Award	Level 3	3	£19
603/2595/1	Supporting Children and Young People's Speech, Language and Communication	Award	Level 3	9	£38

# Professional development

Qual No	Teaching, Training and Assessment	Qual Size	Level	Credits	Price
603/4398/9	Preparing to Work in Schools	Award	Level 1	6	£38
603/4867/7	Digital Skills: Teaching and Learning	Award	Level 3	6	£38
601/5774/4	Education and Training	Award	Level 3	12	£47
601/0423/5	Assessing Competence in the Work Environment	Award	Level 3	9	£38
601/0425/9	Assessing Vocationally Related Achievement	Award	Level 3	9	£38
601/0424/7	Understanding the Principles and Practices of Assessment	Award	Level 3	3	£19
601/0328/0	Internal Quality Assurance of Assessment Processes and Practice	Award	Level 4	12	£47
601/0327/9	Understanding the Internal Quality Assurance of Assessment Processes and Practice	Award	Level 4	6	£31
601/5775/6	Education and Training	Certificate	Level 4	36	£115
601/8321/4	Observing Teaching and Learning	Award	Level 5	9	£50

## Maths and English

*Providing people with the necessary skills in maths and English for daily life.*

**Our maths and English stepping stone qualifications have been devised to give adults a solid grounding in the basics and prepare them for further education and training or employment. They can be used for progression to GCSEs or higher level qualifications.**



# Maths and English

Qual No	Mathematics	Qual Size	Level	Credits	Price
601/6000/7	Mathematics: Data Handling	Award	Entry 1	3	£10
601/5995/9	Mathematics: Data Handling	Award	Entry 2	4	£10
601/5991/1	Mathematics: Data Handling	Award	Entry 3	3	£10
601/5984/4	Mathematics: Data Handling and Probability	Award	Level 1	3	£10
601/6001/9	Mathematics: Making Calculations	Award	Entry 1	4	£10
601/5999/6	Mathematics: Making Calculations	Award	Entry 2	3	£10
601/5994/7	Mathematics: Making Calculations	Award	Entry 3	3	£10
601/5987/X	Mathematics: Making Calculations	Award	Level 1	4	£10
601/6002/0	Mathematics: Measure, Shape and Space	Award	Entry 1	3	£10
601/5996/0	Mathematics: Measure, Shape and Space	Award	Entry 2	4	£10
601/5993/5	Mathematics: Measure, Shape and Space	Award	Entry 3	3	£10
601/6003/2	Mathematics: Time and Money	Award	Entry 1	3	£10
601/5997/2	Mathematics: Time and Money	Award	Entry 2	3	£10
601/5992/3	Mathematics: Money, Time and Temperature	Award	Entry 3	3	£10
601/5988/1	Mathematics: Measure, Time and Temperature	Award	Level 1	3	£10
601/5998/4	Mathematics: Whole Numbers and Fractions	Award	Entry 2	3	£10
601/5990/X	Mathematics: Whole Numbers, Decimals and Fractions	Award	Entry 3	3	£10
601/5985/6	Mathematics: Fractions, Decimals and Percentages	Award	Level 1	4	£10
601/5989/3	Mathematics: Volume, Area and Perimeter	Award	Level 1	3	£10
601/6028/7	Mathematics	Certificate	Entry 1	13	£36
601/6029/9	Mathematics	Certificate	Entry 2	13	£36
601/6030/5	Mathematics	Certificate	Entry 3	13	£36
601/6031/7	Mathematics	Certificate	Level 1	13	£36

# Maths and English

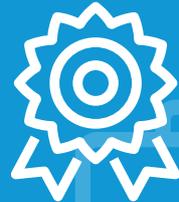
Qual No	English	Qual Size	Level	Credits	Price
601/6635/6	English: Reading	Award	Entry 1	6	£16
601/6636/8	English: Reading	Award	Entry 2	6	£16
601/6637/X	English: Reading	Award	Entry 3	6	£16
601/6644/7	English: Reading	Award	Level 1	6	£16
601/6641/1	English: Writing	Award	Entry 1	6	£16
601/6642/3	English: Writing	Award	Entry 2	6	£16
601/6643/5	English: Writing	Award	Entry 3	6	£16
601/6646/0	English: Writing	Award	Level 1	6	£16
601/6638/1	English: Speaking and Listening	Award	Entry 1	6	£16
601/6639/3	English: Speaking and Listening	Award	Entry 2	6	£16
601/6640/X	English: Speaking and Listening	Award	Entry 3	6	£16
601/6645/9	English: Speaking and Listening	Award	Level 1	6	£16
601/7111/X	English	Certificate	Entry 1	16	£36
601/7112/1	English	Certificate	Entry 2	18	£36
601/7113/3	English	Certificate	Entry 3	18	£36
601/7114/5	English	Certificate	Level 1	18	£36

## Modern Foreign Languages

*Bringing people together by breaking down communication barriers.*

**The OCN London language skills qualifications can help learners communicate effectively and develop basic skills in speaking, listening, reading and writing in a different language.**

**Suitable for a variety of different learners including 14-19 learners in schools or adults looking to study a language in a full-time or part-time context, for work or for personal development.**



# Modern Foreign Languages

Qual No	Language Skills	Qual Size	Level	Credits	Price
600/9813/2	Arabic	Award	Level 1	6	£31
600/9802/8	French	Award	Entry 3	6	£31
600/9831/4	French	Certificate	Level 1	13	£58
600/9807/7	Polish	Award	Entry 3	6	£31
600/9810/7	Spanish	Award	Entry 3	6	£31
600/9823/5	Spanish	Award	Level 1	6	£31
600/9847/8	Spanish	Certificate	Level 1	13	£58

# All other fees



# Centre Approval

The centre approval process involves an application and an OCN London evaluation. We support new centres through the approval process, provide guidance, offer advice on courses and qualifications and may visit your centre to confirm the application.

The centre approval evaluation fee only applies to centres who don't already work with OCN London.

## Price:

- **Centre Approval Fee: £575** (at the point of application, non-refundable)
- **First year's fee: £650 pro-rata**

# Annual Centre Approval Fee

For centres offering OCN London qualifications and bespoke accreditation, there is an annual centre approval fee based on the volume of learners registered in the previous academic year. **This fee is reduced by 20% in the coming year for those centres who had Direct Claims Status (DCS) in 2020-21.**

The centre approval fee covers the period from **1 August 2021 to 31 July 2022.**

## Price:

- **1-99 learners: £650**
- **100-199 learners: £850**
- **200+ learners: £975**

## What you can expect from us for your annual fee

In return for your annual centre approval fee we provide you with a comprehensive package of services and support. These services include:

- Access to an extensive and expanding range of OCN London qualifications and units.
- Centre moderation.
- A designated support team comprising a centre quality manager, curriculum development contact and business support executive.
- Free support materials to accompany a range of our qualifications.
- Curriculum development expertise and advice on using our qualifications, units and systems.
- Access to and guidance on using our free (for approved centres) cloud-based ePortfolio tool.
- Annual curriculum review.
- Access to our free curriculum awareness events.
- Discounts on attending staff development and continuing professional development (CPD) workshops.
- Tailored accreditation of your courses to meet your specific requirements.
- Application for development of new qualifications.
- Use of our quick and easy online registration and awarding system.
- Use of the OCN London logo for published materials and websites.
- Option for remote external moderation.
- OCN London room hire facilities at a discounted rate.

# Learner Registration and Certification Fee

When you register learners there is a **combined charge** for learner registration and certification on all of our qualifications and accredited courses. This fee is charged at the point of registration and is non-refundable.

## OCN London qualifications

The qualification fee will be charged at the point of registration. Any credits achieved over and above the qualification will be charged at the credit band rates (see table below); this charge will be incurred at the point of certification.

## OCN London units

Bespoke accredited courses are charged according to the total credit value for the course. We charge a fee per learner, invoiced at the point of registration.

Credits	Fee per learner
1-3	£19
4-6	£31
7-9	£38
10-12	£47
13-15	£58
16-18	£70
19-21	£85
22-24	£95
25-30	£102
31-36	£115
37-45	£120
46-52	£125
53-100	£130
101-150	£145
151-200	£160
201+	£200

## Administration Fee

We charge an administration fee of £25 per learner or £50 per cohort if we are required to undertake extra administrative work to correct errors made in registering or administering your learners, including registering/amending incorrect names or removing incorrect achievements following a maladministration claim.

We will also charge this fee if you request that we undertake administrative work on your behalf which our systems enable you to complete yourself, including generating ERACs and selecting units on a cohort.

## Late Registration Fee

If you do not register the learners within the deadlines explained below you will incur a late registration fee of £15 per learner.

### LEARNER REGISTRATION DEADLINES

#### Short courses (15 weeks or less)

Learners must be registered with OCN London within 25 working days of the start of the course.

#### Long courses (16 weeks or more)

Learners must be registered with OCN London within 60 working days of the start of the course.

## Access to HE Diploma Learner Registration

The Access to HE fee is invoiced for learners registered with OCN London on a Diploma course no later than 6 weeks after starting their course, in accordance with QAA requirements. Late registration will only be available in exceptional circumstances, which must be agreed with OCN London in advance, and will be subject to an additional fee.

### Price:

- **Learner registration & certification: £140**
- **Late registration** (*only available if agreed in advance by OCN London*): **£50**

Amendments to the specific credits against which a learner has been registered after 12 weeks will only be available in exceptional circumstances. **You must agree this with us** in advance and there will be an additional fee. Similarly, **we can only consider transfers between Diploma courses in exceptional cases.** These will also be subject to an additional fee. In line with QAA regulations we cannot consider any amendments or transfers more than 26 weeks after the learner start date.

**Price:**

- **Transfer of Registration between courses** (*per learner*): **£30**
- **Amendment to unit registration** (*per unit per learner*): **£30**

# External Moderation and Support

A moderation schedule for the year will be set by the OCN London centre moderator to reflect the nature and volume of provision. For most active centres, this is likely to include the equivalent of between one and two days' moderation per year, which may be through visit(s), remote sampling or a combination of these. Where a centre has a particularly high volume of learners, additional time can be agreed at no additional charge to reflect the delivery schedule.

If the centre requests moderation over and above the agreed schedule, or if additional moderation is required for quality reasons, the charges below will be applied.

Charges will also be applied for cancelled moderation engagements where insufficient notice has been given or where moderation cannot proceed on the day due to insufficient preparation at the centre - including learners not having been registered and/or ERACs not completed.

MODERATION ENGAGEMENT	PRICE
<b>Additional moderation engagement</b> <i>(at centre's request or required by OCN London for quality reasons)</i>	<b>Half Day</b> <b>£275</b>
	<b>Full Day</b> <b>£550</b>
<b>Fee for cancelled moderation engagement</b> <i>(where less than 3 working days notice is given or where moderation is unable to proceed because of insufficient preparation at centre)</i>	<b>Half Day</b> <b>£275</b>
	<b>Full Day</b> <b>£550</b>

# Administrative Support

- **Additional administrative work to correct errors made by the centre in registering/certificating learners: £25 per learner**
- **Replacement certificate: £35**
- **Replacement certificate requiring Archive search: £50**
- **Additional charge for replacement certificate to be posted overseas: £15**
- **Letter of confirmation of achievement: £15**
- **Learner achievement report (electronic): £15**
- **Appeal (refunded if appeal successful): £50**

# Bespoke Accreditation Services

For centres submitting their courses for bespoke accreditation there are fees for the development and approval of units.

## Price:

- **Review/Approval Fee: 1-3 units: £250, 4-6 units: £500, 7-9 units: £750**  
**For courses of 10+ units the fee will be discussed with the centre**
- **Specialist reader (including for level 3+ and subject specialism): £85 per unit**
- **Consultancy Rates: £275.00 per half-day/ £500.00 per full day**

# Qualification Development

The following fees apply to qualification development which falls outside of our planned developments or where learner registrations are expected to be low.

## Price:

- **Award: from £1500**
- **Certificate: from £2000**
- **Diploma: from £3000**

Initial consultancy fee for preparing and submitting an application to the OCN London Qualification Development Approval Group is **£150**. This fee is non-refundable.

# OCN London Assured

The OCN London Assured service is for organisations offering learning activities who do not wish to offer qualifications, but would like a recognised badge of quality for their centre as a learning provider. The OCN London Assured badge applies to the centre as an organisation rather than specific courses. Once awarded, it is reviewed annually with additional monitoring visits in between at the centre's request or if required by OCN London.

OCN LONDON ASSURED REVIEWS	PRICE
Initial approval fee	£750
Annual renewal fee	£400
Additional monitoring visit	Half Day £350
	Full Day £600

# Meeting Room Hire

We have excellent rooms available for hire for meetings, events, interviews and workshops. The rooms are on the second and third floors of our central London office at Angel Gate, Islington, with easy access to London underground (Angel Station), buses and all mainline stations. Facilities include:

- Free Wifi.
- Digital projector and screen.
- Large screen television with chrome casting.
- Separate refreshment area or integrated kitchen point.
- Refreshments upon arrival.
- Catering facilities (available on request at an additional cost).
- Quiet and pleasant location with natural light.

## Fees for OCN London approved centres

ROOM	HALF DAY (9am-1pm)	FULL DAY (9am-5pm)
<b>Board room</b> <i>Theatre (capacity 24 – without tables)*</i> <i>Boardroom (capacity 14)*</i> <i>Cabaret (capacity 16)*</i>	£125	£230
<b>Large training room</b> <i>Theatre (capacity 35 – without tables)*</i> <i>Boardroom (capacity 20)*</i> <i>Cabaret (capacity 24)*</i>	£190	£350

## Fees for all other users

ROOM	HALF DAY (9am-1pm)	FULL DAY (9am-5pm)
<b>Board room</b> <i>Theatre (capacity 24 – without tables)*</i> <i>Boardroom (capacity 14)*</i> <i>Cabaret (capacity 16)*</i>	£140	£255
<b>Large training room</b> <i>Theatre (capacity 35 – without tables)*</i> <i>Boardroom (capacity 20)*</i> <i>Cabaret (capacity 24)*</i>	£205	£375

\*Capacity may be reduced to allow social distancing

# Late Payments

Where invoices are not paid in accordance with agreed terms and conditions, OCN London reserves the right to charge a fee of 8% above the Bank of England Base Rate in addition to a compensation fee, proportionate to the size of the debt, in line with the Late Payment of Commercial Debts (Interest) Act 1998.

SIZE OF DEBT	PRICE
Up to £999.99	£40
Up to £9,999.99	£70
Over £10,000	£100

# Refunds

The original learner registration fee is not refundable.

# Charges for other services

Charges for other services agreed with OCN London, including work involving overseas travel, will be levied at the discretion of the Chief Executive Officer.

## Why work with us?

- We are responsive. This means you will get a personal service with direct access to a named contact and a quick turnaround.
- We pride ourselves on our close relationships with centres. The people we work with see us as a trusted partner, not just a supplier.
- We want to help you get the very best from your learners and employees.
- We have a reputation for high quality. The OCN London brand carries national recognition and kudos.
- We are flexible and recognise the importance of accommodating the needs of different learners and different learning styles.
- We are committed to the belief that learning can change lives.
- We have helped tens of thousands to fulfil their dreams of a university education through our Access to HE Diploma qualifications.
- We have enabled many people from disadvantaged backgrounds to develop and progress in their education and careers.
- We have supported small businesses to get started, expand and thrive.

## Where to find more information

Visit the website [www.ocnlondon.org.uk](http://www.ocnlondon.org.uk) for information about

- funding and Advanced Learner Loans
- unit development and approval
- how to get replacement certificates
- training and development courses.

Alternatively contact us on **020 7278 5511** or [enquiries@ocnlondon.org.uk](mailto:enquiries@ocnlondon.org.uk).