



AIM Qualifications Fees and charges 2020

Introduction

Welcome to the AIM Fees and Charges 2020/2021. This document contains everything you need to know about our fees and charges for the academic year.

We pride ourselves on our open and fair pricing policy. Our fees are based on a transparent model which calculates the cost of a qualification using Guided Learning Hours (GLH).

We remain competitive in our pricing and are committed to providing high quality services and products to you. Most of our qualification charges include qualification approval, registration, external verification and certification.

If you would like to offer any qualifications or products that your centre is not already approved to deliver, then the next step is easy. Once you have designed your course(s), you can complete a qualification approval request on our website under the '[Qualification Search](#)' section.

And remember, feel free to contact us at any time should you have any enquiries about our services and products either by emailing enquiries@aim-group.org.uk or phoning us on [+44 \(0\)1332 341822](tel:+44(0)1332341822)

The fees published in this document are effective from 1 August 2020 and are accurate at the time of publication. In the event of non-payment of accounts, we reserve the right to withdraw Centre Recognition, withhold certificates and suspend registrations.

About us

AIM is a national awarding organisation, offering a large number of regulated qualifications at different levels and in a wide range of subject areas. Our qualifications are flexible enough to be delivered in a range of settings, from small providers to large colleges and in the work place both nationally and internationally.

We pride ourselves on offering the best possible customer service, and are always on hand to help if you have any questions. Our organisational structure and business processes enable us to be able to respond quickly to the needs of customers to develop new products that meet their specific needs.

We are also licensed by the Quality Assurance Agency (QAA) to approve and certificate Access to Higher Education Diplomas.

We are also approved as an End-Point Assessment Organisation (EPAO), prices for end-point assessment (EPA) varies with each standard as some assessment methods are more expensive than others. Please contact enquiries@aim-group.org.uk for further details.

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New centres

New centre support and first year recognition

Centres applying to offer their first AIM qualification will be required to seek centre recognition. Information on centre recognition can be found on our website www.aim-group.org.uk

What it covers

On receipt of a centre recognition application form, centres will be charged a **non-refundable fee of £800 to cover:**

- first annual centre recognition fee
- remote approval support
- additional flexible business support
- one annual external quality assurance meeting
- external verification roadshow attendance
- unlimited qualification approval
- online portal access

Additional Note

Interactions with centres are carried out remotely unless otherwise stated.



Annual fees

Annual centre recognition

An annual flat fee of £650 is paid by all organisations who offer AIM qualifications and products and covers the 12-month period from 1 August.

What it covers

The annual centre recognition fee covers on-going development activity, quality assurance, administration and other support. AIM centres benefit from:

- additional flexible business support
- two annual external quality assurance meetings
- external verification roadshow attendance
- unlimited qualification approval
- online portal access

Additional Note

Interactions with centres are carried out remotely unless otherwise stated.

Provider alliance annual recognition

For those centres offering AIM qualifications via the provider alliance model, the centre recognition fee is based on the number of member centres and is made payable by the lead centre:

£775 - up to five member centres

£1025 - six - 10 member centres

£1525 - 11 - 20 member centres

What it covers

Centres can benefit from:

- additional flexible business support
- one annual external quality assurance meeting for lead centre
- external verification roadshow attendance for all member centres
- unlimited qualification approval
- online portal access

AIM reserves the right to charge for additional support visits where required.

Additional Support

Additional support visits (quality or business)

If centres require any additional support, AIM offer this either remotely or on-site. Remote meetings are free however site visits are charged at £260 per visit.

Additional remote/postal verification activity

AIM external verification roadshow events are held throughout the year, however, if centres require additional remote verification of learner work, there is a charge of £100 per verification activity.

AIM reserves the right to charge centres where visits are cancelled with less than 72 hours' notice.

Product development

Regulated qualification development

AIM regularly work with employers and industry to develop qualifications where there is market demand for a gap in our qualification portfolio. Our experienced qualification development team will guide you through the process of qualification development, from validity strategies and learning outcomes through to assessment design. We will submit the finished qualification to our regulator(s) in order that it is recognised.

This chargeable service is tailored to the requirements of each project. Please contact us to have an initial conversation, at enquiries@aim-group.org.uk

IF Investing in your future

AIM INVESTING IN YOUR FUTURE (IF) is a quality mark that gives recognition that you are an excellence focused organisation. All IF organisations have a proven record of high standards and continually drive for internal excellence in course design and quality assurance. You will benefit from the assurance that your systems have been checked and proved to be of a high standard of excellence, an accolade that can be used in your marketing materials. As a recognised centre, you can have your own educational, professional, or industrial courses and programmes validated with our IF quality mark. This shows they have met AIM's criteria of excellence in development and delivery.

New to AIM: £475

Current centres: £375

Includes:

- AIM IF approval support
- AIM IF verification meeting
- one annual Quality Assurance meeting
- AIM online portal access
- ongoing business development support
- use of IF kitemark for marketing
- branded wall plaque
- 12 months IF approval of five courses

Additional Note

Interactions with centres are carried out remotely unless otherwise stated.

IF annual approval fee

Existing IF centres: £300

Includes:

- annual quality assurance meeting
- AIM online portal access
- ongoing business development support
- use of IF kitemark for marketing
- branded wall plaque
- 12 months IF Approval of five courses

Additional support visits available on request: £260

Additional course approval

- first five courses free of charge
- six to ten courses £150
- for centres wishing to offer above 10 courses please contact your business development lead to discuss your requirements

Registration and certification

As an IF centre you will be required to register each of your delegates with us when they start your course and confirm completion to claim certification at the end.

Registration for e-certification charges

Per delegate: £7.00

Replacement certificate: £3.00

If you would like to have a member of AIM staff attend your centre to present certificates, for instance at a certificate ceremony, this can be arranged subject to staff availability. Our member of staff will bring the certificates with them. Please speak to your Customer Experience Advisor to arrange a visit.

Training

Training and events

For centre training and events please visit the events section of our website for further details:
www.aim-group.org.uk/news/events

Bespoke centre training

If you would like specific training from AIM, please get in touch. These half day sessions are from £260.

Learner registration fees

AIM Flexible, Technical and Professional qualification fees

This section details the individual AIM learner registration fees for our qualifications, branded as AIM Technical, Professional or Flexible qualifications. These branded qualification charges are based on Guided Learning Hours (GLH) and level.

Centres will be invoiced for any learner registrations made monthly.

What it covers:

- registration
- external verification/exam marking
- certification

Flexible qualification fees

Qualification type	GLH	Charge Entry-Level 2	Charge Level 3+
Award	up to 20	£14.00	£24.00
Award	21 - 46	£17.00	£27.00
Award	47 - 80	£22.00	£32.00
Extended Award	-	£29.00	£39.00
Certificate	up to 130	£46.00	£56.00
Certificate	over 130	£56.00	£66.00
Extended Certificate	-	£66.00	£76.00
Diploma	up to 370	£81.00	£91.00
Diploma	371 - 719	-	£146.00
Diploma	720+	-	£181.00

Technical and Professional qualification fees

Qualification type	GLH	Charge
Award	all	£42.00
Certificate	up to 130	£85.00
Certificate	over 130	£105.00
Diploma	up to 260	£135.00
Diploma	261 to 540	£160.00
Diploma	541 to 720	£185.00
Extended Diploma	all	£235.00

Resit charges

Where a qualification has an external assessment (for example an exam), we will make a charge for a resit as follows:

1. 100% of the registration fee for qualifications assessed entirely through an external assessment.
2. 50% of the registration fee for qualifications assessed partly through an external assessment (ie there are internal assessments as well)

AIM Access to Higher Education diploma

Centres applying to offer the AIM Access to HE Diploma will be required to seek Centre Recognition, please see the '[New centres](#)' section of this document for further information.

Centres will be invoiced for any learner registrations made on a monthly basis, at £160 per learner.

Late registrations for AIM Access to Higher Education

All learners undertaking an Approved Access to HE course must be registered within six weeks of the course start date, if not a charge of £17 per learner will be incurred.

All registered learners must have units selected on the AIM portal to the value of 60 credits, no later than 12 weeks from the start date of the course. If not, a charge of £50 per learner will be incurred.

Amendment to a learner's registration details is not permitted however in exceptional circumstances this may be allowed, if so, a charge of £50 per learner will be incurred.

Late charges and other fees

Late learner registration charges

The late registration policy is designed to ensure that the registration of learners onto courses is made in good time to effectively verify and quality assure the courses and to comply with regulatory requirements.

A late registration charge of £17 per learner will be charged for registrations received after the specified deadlines below:

- **short courses (courses of 15 weeks or less)** - registrations must be received within 25 working days of the start date of the course.
- **long courses (courses over 15 weeks)** - registrations must be received within 60 working days of the start date of the course.

Please note that the Access to HE late registrations fees can be found on the '[AIM Access to Higher Education diploma](#)' section of this document.

Replacement certificates/transcript re-issue

Replacement certificates and transcript re-issues will be charged at £25 per learner. Additional cost may be incurred if sent to an overseas address.

Correction of award

£15 per learner

This service is to be used in the event of an incorrect grade or claim made against a learner.

Exam results enquiry

£20 per learner

We will provide a breakdown of the marks awarded for your learner(s).

Return of examination paper

£20 per learner

We will provide a learner's completed exam paper. This service is not available for multiple choice exams.

Re-mark

£45 per learner

This service allows you to request a re-mark of your learner(s) examination paper. If the outcome of a re-mark results in a grade increase, the fee will be refunded. This service is not available for multiple choice exams.

Learner transfer

This is used in the event of incorrect registration or change to qualification **after** registration, but **before** the end of year claims for achievement are submitted. To do this, please fill in the learner transfer form - [this is available on our website](#).

Please note that if you use the learner transfer form, the process will invalidate the learner's registration on their original booking and you cannot claim for that qualification.

You will not be charged and no refund will be applied if the transfer is to a lower level qualification. You will be charged the new qualification's registration fee if the transfer is to a higher level qualification. See the '[Learner registration fees](#)' section for more information.



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