



AIM Qualifications and Assessment Group

## **Fees and charges**

1 August 2024 - 31 July 2025

Version 2 - 2024

## Introduction

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This document contains information about AIM Qualification and Assessment Group's fees and charges for the academic year 2024/2025 effective as of 1 September 2024, and are correct at the time of publication.

Our charges include qualification/product approval, registration, external quality assurance and certification.

If you would like to offer any qualifications 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 [www.aimgroup.org.uk/qualifications](http://www.aimgroup.org.uk/qualifications) under the tab 'Deliver'.

If you would like to offer any other product, please contact the Business Development team on [businessdevelopment@aimgroup.org.uk](mailto:businessdevelopment@aimgroup.org.uk) and we will guide you through the process.

In the event of non-payment of accounts, we will provide support to resolve the situation. However, we reserve the right to suspend or withdraw centre recognition.

## About us

As a leading Awarding Organisation (AO), AIM develops **regulated vocational qualifications** and has an extensive portfolio of almost 600 qualifications (entry level to level 6), across 85 subjects. As an Access Validating Agency (AVA) AIM is licensed by the Quality Assurance Agency (QAA) to develop and award nationally recognised **Access to Higher Education Diplomas**.

AIM also develops **customised accreditation and quality assurance services**. These services are ideal for organisations who don't require a full qualification, or for those looking for a quality kitemark for in-house training. Working with colleagues from the former One Awards organisation, AIM has an office in Tees Valley providing personalised and tailored support to regional customers.

As a registered, specialist **End-Point Assessment Organisation (EPAO)**, AIM delivers assessments for 25+ apprenticeship standards for the creative cultural and professional services industries, ensuring that apprentices can do the job for which they've been trained. Prices for end-point assessments (EPAs) vary with each standard as some assessment methods are more expensive than others. For more information, see our [EPA Pricing Policy](#).

## More information

If you would like more information on any of our products/ service or have questions about anything in this document, please get in touch with us either by emailing [enquiries@aimgroup.org.uk](mailto:enquiries@aimgroup.org.uk) or calling [+44 \(0\)333 034 8833](tel:+44(0)3330348833)

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# RQF Provision

## New Centre Recognition Fee

Centres applying to offer a regulated qualification (RQF), including the Access to HE diplomas, are required to seek centre recognition. Information and application forms for centre recognition can be found on our website [www.aimgroup.org.uk/qualifications/deliver](http://www.aimgroup.org.uk/qualifications/deliver)

If you would like to discuss your requirements before applying, please contact a member of our Business Development team for a supportive discussion on: [businessdevelopment@aimgroup.org.uk](mailto:businessdevelopment@aimgroup.org.uk)

## Centre Recognition Fee

Centres/organisations applying for centre recognition will be charged a non-refundable application fee of **£350**, invoiced at the start of the centre approval process.

Once centre recognition has been approved, a second invoice of **£450.00** will be raised to cover:

- remote approval support
- additional flexible business support
- annual external quality assurance meeting (as required by the relevant compliance model)
- unlimited qualification review approval (for existing qualifications)
- online portal access
- the initial quality assurance interaction
- centre set-up administration costs.

Thereafter, an annual centre recognition fee will be charged on the 12-month anniversary of centre approval at a cost of **£700**.

Legacy Open College Network West Midlands fees will be updated and centres informed of the changes. Please contact [businessdevelopment@aimgroup.org.uk](mailto:businessdevelopment@aimgroup.org.uk) for more information.

## Existing Centre Annual Fee

An annual nonrefundable flat fee of **£700** is chargeable to all AIM recognised centres who offer regulated qualifications (RQF), including Access to HE diplomas.

For legacy Open College Network West Midlands centres, the annual centre recognition payment is due on the anniversary of centre approval. For legacy AIM centres it will remain as August each year. Please contact your Business Development Lead on [businessdevelopment@aimgroup.org.uk](mailto:businessdevelopment@aimgroup.org.uk) if you have any queries.

## What the Annual Fee 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
- annual external quality assurance meeting (as required by the compliance model) <sup>(1)</sup>
- unlimited qualification review (for existing qualifications)
- online portal access

<sup>(1)</sup>AIM reserves the right to charge for additional support visits where required.

## Additional Support

If centres require additional support (quality or business), AIM offer this either remotely or on-site. Site visits (and remote support) are chargeable at **£260** per interaction.

### Additional note

Interactions with centres are carried out remotely unless otherwise stated.

## Additional Remote/Postal Verification Activity

- If centres require additional remote verification of learner work, there is a charge of **£260** per verification activity.
- AIM reserves the right to charge centres **£100** where visits are cancelled with less than 72 hours' notice.
- Any future quality interaction may be chargeable at **£260**.

## Learner Registration Fees

AIM learner registration fees for RQF qualifications vary by qualification. Fees can be found by searching for the appropriate qualification on our website [www.aimgroup.org.uk/qualifications](http://www.aimgroup.org.uk/qualifications).

Centres will be invoiced for all learner registrations.

### What it covers

- Registration
- External verification/exam marking
- Certification

Qualification type	GHL	Charge Entry-Level 2	Charge Level 3+
Award	up to 20	£15.40	£26.40
Award	21 - 46	£18.70	£29.70
Award	47 - 80	£24.20	£35.20
Extended Award	-	£31.90	£42.90
Certificate	up to 130	£50.60	£61.00
Certificate	over 130	£61.00	£71.00
Extended Certificate	-	£71.00	£81.00
Diploma	up to 370	£86.00	£96.00
Diploma	371 - 719	-	£151.00
Diploma	720+	-	£186.00

## Technical and Professional Learner Registration Fees

Qualification type	GHL	Charge per learner registration
Award	all	£46.20
Certificate	up to 130	£90.00
Certificate	over 130	£110.00
Diploma	up to 260	£140.00
Diploma	261 - 540	£165.00
Diploma	541 - 720	£190.00
Extended Diploma	all	£240.00

## Functional Skills Learner Registration Fees

Through our long-standing partnership with Awarding Body Open Awards, we can now offer our customers their full suite of Functional Skills qualifications through their existing approval with AIM.

Learner registration fees are **£17.50** per learner.

Recognised AIM centres can apply for approval through us, and we will provide guidance on registration processes once approved. More details are available from [businessdevelopment@aimgroup.org.uk](mailto:businessdevelopment@aimgroup.org.uk)

## Re-sit Charges

Where a qualification has an external assessment (for example an exam), we will make the following charges:

- Marked by a specialist online platform - **£15** per learner
- Marked by a person - **50%** of the registration fee per learner

### Note

- It doesn't matter whether an attempt is the original or a re-sit
- Fees only apply when the assessment is taken, so there is no fee for no-shows.

## Late Registrations

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 all 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

## Replacement Certificates Transcript Re-issue

Replacement certificates and transcript re-issues will be charged at:

- **£31** per learner (UK address)
- **£41** (overseas address)
- **£50** (archive)
- **£10** (e-certificate)

Additional course certificate will be charged at **£31**.

## Correction of Award

This service is to be used in the event of an incorrect grade or claim made against a learner and will incur a charge of **£31 per run** for up to **50 learners** (as per replacement certificate).

The AIM Results Enquiry Service is available for centres who wish to enquire about published qualification assessment results, normally in cases where the results vary considerably from those expected.

Clerical check	£10
Performance report	£20
Re-mark of paper	£45

## AIM Proctoring Service

From January 2024, AIM offers a proctored exam service to support centres that deliver the AIM Level 2 Understanding Domestic Retrofit exam. This service allows the exam to be taken at any time in any location, removing the need for a human invigilator. The system uses Artificial Intelligence to proctor the exam and shares the results with AIM for verification. The fee for this service is **£10** per learner on top of the standard registration fee.

## Correction of Registration

Where a learner/ or learners has/have been registered on the wrong course, the centre should notify AIM who will remove the learner(s) and issue a credit note. Centres should then re-register the learner onto the correct course. Two new invoices will be raised; One for the new class run registrations and another for a general **admin fee of £25**.



# AIM Access to Higher Education Diplomas

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## Centre Recognition Fee

Centres wishing to deliver Access to HE diplomas must be an AIM Qualifications and Assessment Group recognised centre.

## New Centre Recognition Fee

Centres/organisations applying for centre recognition will be charged a non-refundable application fee of **£350**, invoiced at the start of the centre approval process.

Once centre recognition has been approved, a second invoice of **£450.00** will be raised to cover:

- remote approval support
- additional flexible business support
- annual external quality assurance meeting (as required by the relevant compliance model)
- unlimited qualification review approval (for existing qualifications)
- online portal access the initial quality assurance interaction and the centre set-up administration costs.

Thereafter, an annual centre recognition fee will be charged on the 12-month anniversary of centre approval at a cost of **£650**.

## Recognition fee for Legacy Open College Network West Midlands AVA centres and legacy One Awards AVA centres

In July 2023, the AVA licence for Open College Network West Midlands was surrendered and the Access to HE provision was transitioned to AIM Qualifications and Assessment Group. Open College Network West Midlands centres and legacy One Awards Centres who signed a new Centre Agreement with AIM Qualifications and Assessment Group do not need to reapply for Centre Recognition or approval to deliver diplomas.

## Learner Registration Fees

The standard Access registration fee will be **£160** per learner.

## Late Registrations

All learners undertaking an approved Access to HE diploma must be registered within six weeks of the course start date, if not a charge of **£45 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. A **£100** per Late Learner Registration Form (one form per class run) will be incurred.

# Product Development and Bespoke Services

## Regulated Qualification Development

Where there is sufficient evidence of demand for a regulated qualification our experienced qualifications development team will work with practitioners and subject experts to develop a new qualification. They will work with you, guiding you through the development process, from validity strategies and learning outcomes through to assessment design. AIM submit the finished qualification to our regulator(s) to seek recognition.

## Non-Regulated Product Development and Services

Organisations who do not require a regulated qualification but who want to deliver training programmes to nationally recognised standards using a unit and credit-based approach, can work with AIM Qualifications and Assessment Group to develop bespoke accreditation to meet their exact needs.

**AIM Bespoke Accreditation** provides your tailored programme with a specified level and credit value which gives real value and currency to learners, evidencing their achievements.

## AIM Bespoke Accreditation

### Centre Recognition Fee

As with RQF qualifications, organisations delivering **AIM Bespoke Accredited** programmes must be a recognised AIM Centre.

### First year fees and set-up charges

Where an organisation is already an approved centre for regulated qualifications, no additional recognition fee is required. Registration and certification charges will be made at the levels shown in the table on **page 12**.

Centres/organisations applying for centre recognition will be charged a non-refundable application fee of **£350**, invoiced at the start of the centre approval process.

Once centre recognition has been approved, a second invoice of **£450.00** will be raised to cover:

- remote approval support
- additional flexible business support
- annual external quality assurance interaction (as required by the relevant compliance model)
- unlimited qualification review approval (for existing qualifications)
- online portal access the initial quality assurance interaction and the centre set-up administration costs.

Thereafter, an annual centre recognition fee will be charged on the 12-month anniversary of centre approval at a cost of **£650** plus the relevant fees and charges shown on **pages 13-14**.

These fees may be negotiated depending on a centre meeting certain criterion. Please contact [businessdevelopment@aimgroup.org.uk](mailto:businessdevelopment@aimgroup.org.uk) for further details.

## Registration and Certification Charges

ICV (Intended Credit Value) / Bespoke Accreditation	Cost per learner
1 - 3 credits	£17.50
4 - 6 credits	£28.50
7 - 9 credits	£36.00
10 - 12 credits	£46.00
13 - 15 credits	£58.50
16 - 18 credits	£75.50
19 - 21 credits	£85.00
22 - 24 credits	£95.00
25 - 30 credits	£105.00
31 - 40 credits	£120.00
41 - 50 credits	£125.00
+ 50 credits	£130.00



## Late Registration Fees

Centres must register learners within 60 working days of their course start date and we reserve the right to charge late registration fees to cover any additional work involved.

## Other fees

Service/activity	Fee
Development of bespoke accreditation unit	£500.00 per unit (negotiable on volume)
Cancellation of learner registration form	£8.00 per learner for any duplicate cohort registration
Replacement unit certificate/official statement	£11.00 per certificate
Replacement programme certificate	£22.00 per certificate
Replacement centre approval or membership certificate	£25.00 per certificate
Events (may be subject to VAT)	As published
Bespoke guidance and information event	£260.00 per half day (minimum charge) £520.00 per full day
Non-attendance at booked AIM event	£50.00 per person
Additional external quality assurance interaction	£260.00 per activity
Late cancellation or postponement of an external quality assurance/moderation interaction by a centre	Cancellation or postponement of an interaction less than 2 working days prior to planned visit date and time: £150.00
Additional interaction fee (including quality assurance; programme development or investigation where a non compliance; level 3 sanction or appeal has been placed)	£260.00 per half day (minimum charge) £520.00 per full day

AIM Qualifications and Assessment Group reserves the right to apply other fees and charges for additional services provided, at the discretion of the Group Chief Executive Officer.

## AIM Quality Mark

The Quality Mark is designed for organisations and employers who are seeking a quality kitemark for their own training programmes that they have created. It does not assess individual learner achievements but instead provides a formal endorsement that AIM consider their programmes to be high quality that provide a meaningful learning experience. Programmes/courses are developed and written by the organisation to meet their particular training requirements and AIM provides certification to evidence successful participation and completion.

## Centre Recognition Fee

Centres must register learners within 60 working days of their course start date and we reserve the right to charge late registration fees to cover any additional work involved.

An initial centre recognition fee is chargeable for all organisations. The price varies depending on whether you are a current or a new AIM centre:

### Initial registration fee

- New to AIM: **£500**
- Current centres: **£400**
- Annual fee: **£400**

### What the fee includes:

- Approval support
- AIM online portal access
- Business support
- Use of the kitemark for marketing
- Certificate of recognition
- 12 months approval of five courses
- Additional support interactions available on request: **£260**
- Additional course approval
- The first five courses are included in the annual fee. Additional courses are charged at the following rates:
  - Six to ten courses: **£150**
  - Bespoke pricing arrangements are available for centres wishing to offer more than 10 courses. Please contact [businessdevelopment@aimgroup.org.uk](mailto:businessdevelopment@aimgroup.org.uk) for more information.

### Note

Interactions with centres are carried out remotely unless otherwise stated.

## Registration and Certification

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.

- Hard copy certificates: **£10** per learner for AIM Qualifications and Assessment Group branded certificates
- Hard copy certificates: **£15** per learner for dual branded certificates to include the organisation logo
- E-certificates **£7** per learner: AIM Qualifications and Assessment Group branded certificates
- E-certificates **£10** per learner for dual branded certificates to include the organisation logo

CPD points can be added for an additional charge of **£1** per learner.

### Registration for e-certification charges

- Per learner: **£7**
- Replacement e-certificate: **£3**
- Replacement certificate fee: **£5**

## Legacy Open College Network West QEL Centres

All legacy QEL centres will gradually transition to the AIM Quality Mark.

## International

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For any centre wishing to deliver products and services to learners outside of the UK, the following fees and charges apply:

Year 1 Centre Approval and Recognition fee: **£1,750** paid in two instalments ie £750 on application and the remaining £1000 on approval.

Year 2 onwards - annual renewal fee: **£1,000**

### Fees cover:

- Initial application and centre set-up
- Annual administration costs
- Annual quality monitoring and support
- Student/learner validation of achievements (external quality assurance)
- Access
- Dedicated customer service and support
- Curriculum planning and business development support

Learner/student registration fees will be as per the UK pricing structure but if hard copies are required, postage/courier costs will be charged to the centre. E-certification is available.

Quality assurance and compliance checks will be carried out remotely unless any concerns arise or if the centre requests an onsite visit – in either instance, the centre will be responsible for the daily rate and travel expenses of the AIM representative.

## International Endorsed Fees

### Bespoke Provision

Bespoke unit development – as per UK pricing structure  
Registration and certification – as per UK pricing structure

### Quality Mark

#### Programme Reviews

- Award size programmes: **£500** (Award size is up to 130 hours of learning)
- Certificate size programmes: **£750** (Certificate size is 130 – 370 hours of learning)
- Diploma size programmes: **£1,000** (Diploma size is over 370 hours of learning)

#### Registration and Certification Fees for per student

- Hard copy certificates to include postage: **£25**
- E-certification and Digital Skills Wallet: **£20**

## Training and Events

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For centre training and events please visit the events section of our website for further details:  
[www.aimgroup.org.uk/centre-training](http://www.aimgroup.org.uk/centre-training)

### Bespoke Centre Training

If you would like specific training from AIM Qualifications and Assessment Group, get in touch for a bespoke pricing arrangement.

**Note:** A non-attendance fee may be chargeable for some events.



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[www.aimgroup.org.uk](http://www.aimgroup.org.uk)

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