



ITC First

**P3
Fees Policy 2023 [3]**

September 2023

ITC First

Trading name for
ITC First Aid Ltd
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Ask for

Chief Executive Officer for all queries regarding ITC operations.

E-mail mail@itcfirst.org.uk

Website www.itcfirst.org.uk

Website Access

For all policy statements and downloadable documents,

Upload to:

Ofqual SP Portal	SQA Accreditation SharePoint	ITC WebOffice Support Resources	ITC Public Webpage	ITC Server
x	✓	✓	✓	✓

Fees Policy - Effective from 1st April 2023

Candidate Pack Fee (including candidate registration and certificate)

- Standard (std) - Candidate registration pack for **first aid** qualifications include a manual and certificate.
- Registration only - Centres may opt for learner registrations only (no manual provided by ITC) on qualifications as stated below. Fees for registration only also attract VAT at current rates.

First Aid Qualifications (RQF) Fees

Qualification Title	Credit	GLH	QAN	Std Fee (no Vat)	Registration & Certificate only (excl Vat)
ITC Level 3 Award in Emergency First Aid at Work	1	6	600/7701/3	£11	£5.50
ITC Level 2 Award in Basic Life Support and Management of Anaphylaxis	1	4	601/7669/6		£5.50
ITC Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator	1	4	601/7668/4		£5.50
ITC Level 3 Award in First Aid at Work	3	18	600/7696/3	£11	£5.50
ITC Level 3 Award in Emergency Paediatric First Aid	1	6	601/5291/6	£11	£5.50
ITC Level 3 Award in Paediatric First Aid	3	12	601/3327/2	£11	£5.50
ITC Level 3 Award in Outdoor First Aid	2	16	601/7616/7	£13.50	
ITC Level 3 Award in Outdoor First Aid Emergency Action	1	8	601/7615/5	£13.50	
ITC Level 3 Award in First Aid for Sport, Exercise and Fitness	1	7	603/0885/0	£11	
ITC Level 3 Award in Emergency First Aid for Schools and Colleges	1	6	610/2340/1	£11	£5.50
ITC Level 3 Award in First Aid for Schools and Colleges	1	12	610/2341/3	£11	£5.50

Teaching & Assessing Qualifications (RQF) Fees

Qualification Title	Credit	GLH	QAN	Registration & Certificate only (excl Vat)
ITC Level 3 Award in Teaching and Assessing First Aid Qualifications	6	35	603/0886/2	£45.00
ITC Level 3 Award in Education and Training	12	36	601/0128/3	£82.50
ITC Level 3 Award in Understanding the Principles and Practices of Assessment	3	24	601/3487/2	£30.00
ITC Level 3 Award in Assessing Vocationally Related Achievement	9	54	601/3490/2	£75.00
ITC Level 3 Award in Assessing Competence in the Work Environment	9	54	601/3488/4	£75.00
ITC Level 3 Certificate in Assessing Vocational Achievement	15	84	601/3489/6	£75.00

Forest School Qualifications (RQF) Fees

Qualification Title	Credit	GLH	QAN	Registration & Certificate only (excl Vat)
ITC Level 1 Award in Forest School Ethos and Principles	3	25	603/3210/4	£14.00
ITC Level 2 Award for Forest School Assistants	7	54	603/3211/6	£22.00
ITC Level 3 Certificate for Forest School Leaders	18	96	603/3213/X	£45.00

Learning Beyond the Classroom (RQF) Fees

Qualification Title	Credit	GLH	QAN	Registration & Certificate only (excl Vat)
ITC Level 3 Award in Learning Beyond the Classroom	5	10	603/4358/8	£27.50

Quality Assurance Qualifications (RQF) Fees

Qualification Title	Credit	GLH	QAN	Registration & Certificate only (excl Vat)
ITC Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice	6	45	601/0127/1	£40.00
ITC Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices	12	90	601/0126/X	£60.00
ITC Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	17	115	601/3491/4	£80.00

Workplace Compliance Qualifications (RQF) Fees

Qualification Title	Credit	GLH	QAN	Registration & Certificate only (excl Vat)
ITC Level 2 Award in Fire Safety	1	6	600/9581/7	£5.50

Renewable Sector Qualifications (RQF) Fees

Qualification Title	Credit	GLH	QAN	Registration & Certificate only (excl Vat)
ITC Level 1 Certificate in Safe Working Practice in the Wind Turbine Industry	26	220	601/5385/4	£140.00
ITC Level 2 Diploma in Safe Working Practice in the Wind Turbine Industry	50	480	601/5386/6	£170.00
ITC Level 3 Certificate in Safe Working Practice in the Wind Turbine Industry	19	126	610/0618/X	£200.00

Bespoke Qualifications (ITC Accredited)

Qualification Title	Credit	GLH	Std Fee (no Vat)	Registration & Certificate only (excl Vat)
Advanced First Aid – 24hrs (ITC)		24		£33.00
Advanced Outdoor First Aid – 2 days (ITC)		18	£13.50	
Forest School First Aid (ITC)		16	£13.50	
Forestry First Aid +F (ITC)		2		£5.50
Train the Trainer (ITC)			£11.00	
First Aid for Dogs and Dog Owners				£5.50
Emergency First Aid for Dogs and Dog Owners				£5.50
Basic Skills Refresher – short (ITC). Attendance only/e-cert				£2.50
Emergency/Basic First Aid – 2-4 hours (ITC)				£2.50
Emergency First Aid – 6-8 hours (ITC)			£11.00	£5.50

First Aid Qualifications (SQA Accreditation) Fees

- Standard (std) - Candidate registration pack for **first aid** qualifications include a manual and certificate.
- Registration only - Centres may opt for learner registrations only (no manual provided by ITC) on qualifications as stated below. Fees for registration only also attract VAT at current rates.

Qualification Title	Credit	NLH	QAN	Std Fee (no Vat)	Registration & Certificate only (excl Vat)
ITC Certificate in Emergency First Aid at Work at SCQF Level 6	1	6	R263 04	£11	£5.50
ITC Certificate in First Aid at Work at SCQF Level 6	3	18	R262 04	£11	£5.50
ITC Certificate in Outdoor First Aid at SCQF Level 6	2	16	R264 04	£13.50	
ITC Certificate in First Aid for Sport, Exercise and Fitness at SCQF Level 6	1	14	R197 04	£11	
ITC Emergency First Aid for Dogs	-	-	R586 04		£4.40
ITC First Aid for Dogs	-	-	R587 04		£4.40

Learning Beyond the Classroom (SQA Accreditation) Fees

Qualification Title	Credit	GLH	QAN	Registration & Certificate only (excl Vat)
ITC Award in Learning Beyond the Classroom at SCQF Level 7	5	10	R760 04	£27.50

Workplace Compliance Qualifications (SQA Accreditation) Fees

Qualification Title	Credit	NLH	QAN	Registration & Certificate only (excl Vat)
ITC Award in Health and Safety in the Workplace at SCQF Level 5	1	6	R711 04	£5.50

Other Fees

Descriptions	Fee (excl Vat)
Full candidate & document pack printed (for first aid only): <ul style="list-style-type: none"> • Candidate pack (course manual, certificate & registration) • Document pack (all course documents, hand outs and administration) 	£16.00
ITC First Qualifications (not accredited or externally regulated): Centres who would like to offer bespoke or tailored courses or qualifications are advised to contact the ITC office for a price.	POA
Replacement Certificate Fee for Candidates (all replacements will have the word 'replacement' printed, also includes e-certificates): <ul style="list-style-type: none"> • Paper format • Electronic • Both (2 certificates) 	£12.50 £ 8.33 £25.00
Amended Certificate Fee for Centre (for naming errors/missing in post - within 30 days of certificate issue)	£5.50
Dual Certificate Fee for Centre <ul style="list-style-type: none"> • Processed at same time as original course • Processed at a later date (not requested at time of processing) 	£5.50 £12.00
Appeal Fee	£82.50
Non-compliance Letter (for non-compliance with Centre Agreement C9)	£33.00
Late Paperwork (received by ITC over the 10 working days from completion)	£12/course
Remarking Fee (for the remarking or verification of learner evidence due to poor administration or application of process, or upon Centre request)	£27.50

Data Entry by ITC	
<ul style="list-style-type: none"> • Course added to ITC WebOffice by ITC (one off cost) • Candidates added to ITC WebOffice by ITC staff (per candidate cost) 	<p>£2.50 £2.50</p>
Centre Approval Fee (£100 refunded against learner registrations) non-refundable if application is withdrawn	£150.00
Centre Re-activation Fee: Where a Centre has been inactivated and then proposes to re-start delivery and requests re-activation, ITC will charge a fee for the re-activation of a Centre and associated Assessors:	
<ul style="list-style-type: none"> • Inactivated for up to 24 months • Inactivated for more than 24 months 	<p>£ 60.00 £150.00</p>
External Quality Assurance Service (EQA) Fee (See Clarification 3 below)	
<ul style="list-style-type: none"> • Centres with less than £1000 worth of business with ITC over a 12-month period (calculated on a rolling 12 month from date of signed Centre Agreement) • This charge is waived for Centres with £1000+ worth of business in the 12 months 	<p>£330.00³ £0.00</p>
Additional EQA support visits - in addition to EQA service (See Clarification 4 below)	£330.00 ⁴
EQA Sanctions Fee - for visits unable to be undertaken (See Clarification 5 below)	£330.00 ⁵
Bespoke Training Day(s) delivered by ITC at the Centre	£330.00+ ⁶

Clarification

1. Candidate pack fees for some **first aid** qualifications include a manual and certificate. This is zero rated for Vat, thus there is no additional cost for non-Vat registered Centres.
2. All other fees listed above attract Vat at the current rate, e.g. registration/certificate only for first aid qualifications and non-first aid qualifications.
3. EQA service fee includes:
 - a) Centre approval (initial and on-going)
 - b) Assessor approval (initial and on-going)
 - c) Centre policy document approval (initial and on-going)
 - d) Centre reports (any aspect of function)
 - e) Planned Centre visits according to risk
 - f) Routine unplanned EQA visits as part of routine sampling
 - g) Bespoke ITC External Quality Assurer attached to your Centre, familiar with your Centre
 - h) Bespoke ITC Web-Office space training and guidance
4. EQA service fee does not include:
 - a) Additional EQA visits required as a result of a Centre's risk rating being increased, ie for maladministration, malpractice, extra training/standardisation requirements, etc
5. EQA sanction fee – if an unannounced EQA visit occurs and:
 - a) The course has been cancelled, but not cancelled on the ITC WebOffice
 - b) The course venue is not as shown on the ITC WebOffice
 - c) The course date or time has been changed, but ITC has not been notified
6. Centre bespoke training: £330 + VAT & Expenses (ie, travel, accommodation, etc)
7. Services not charged for:
 - a) Qualifications Registration Fees
 - b) Assessor Accreditation Fees
 - c) Course amendments on ITC WebOffice, ie change of venue, date, Assessor, etc.