

9 February 2005

To: Head of Centre

cc: SQA Co-ordinator, Directors of Education/SCIS,
Key Stakeholders, Teaching Associations and Scottish Executive

Action by Recipient
Response required
Note and pass on
✓ None — update/information only

Customer Contact Centre
Direct Line — 0845 279 1000
E-mail — customer@sqa.org.uk

Dear Colleague

Entry Charges 2005/06

I am writing to advise you of the increases to entry charges for National Qualifications, Higher National Qualifications and Scottish Vocational Qualifications, as well as other qualifications and services, to be implemented in the financial year 2005/06.

The last time I wrote on this subject I said that for 2005/06 we intended to increase charges for National Qualifications and Scottish Vocational Qualifications by 15% and to increase Higher National Qualifications charges by 5%. However I promised that we would review the situation regarding these charges at the appropriate time before finalising the rate of increase to come into effect on 1 August 2005.

Having undertaken that review, I can now confirm that the increases we actually will implement for 2005/06 will be 12% for National Qualifications and Scottish Vocational Qualifications, and 4% for Higher National Qualifications.

It has been possible to make these reductions to next year's level of increases because, in the last year, we have achieved considerable cost savings in the management of our qualifications portfolio while not compromising the quality of our delivery. We are now able to pass on the benefits of savings in the form of reduced increases for the coming year.

We also feel that the large scale increases we implemented in 2004/05 and are introducing for 2005/06 have fulfilled the task of significantly reducing the gap between our costs and our income that had opened up in previous years.

In future years, we will review the situation on an annual basis before finalising whatever increases are required, and confirming them to you. We do not envisage the need for future levels of increase on the scale of the last two. Future increases will take account of inflation rates and our desire to offer the best possible service at the keenest possible prices, as well as our wish to pass on the benefits of savings to our customers wherever possible. We will also take account of the need to invest in qualifications and services so that they are viable and relevant.

The full details of our new charges structure for 2005/06, which will be applicable from 1 August 2005, are outlined in the enclosed table.

Please speak to your Customer Account Manager if you wish clarification of any issues raised in this letter. You can also let me have your comments and views via the feedback form on our website at: www.sqa.org.uk.

I have sent a copy of this letter to your SQA Co-ordinator, as appropriate, for their information.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Anton Colella', written in a cursive style.

Anton Colella
Chief Executive

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Entry Charges 2005/6

	Current Charges £	Charges from 1 August 2005 £
National Qualifications		
◆ Standard Grade	23.75	26.50
◆ National Course	28.50	32.00
◆ National Course Unit by Unit entry	35.00	39.25
◆ National Unit	5.75	6.50
◆ National Course — External Assessment only	23.75	26.50
◆ National Cluster	17.25	19.50
◆ Late entry charge	23.75	26.50
Higher National Qualifications		
◆ Higher National Unit	11.25	11.75
◆ Higher National Certificate	88.25	91.75
◆ Higher National Diploma	106.25	110.50
Scottish Vocational Qualifications		
◆ SVQ Unit (levels 1 – 4)	5.75	6.50
◆ SVQ Unit (level 5)	11.25	12.50
◆ SVQ level 1	37.25	41.75
◆ SVQ level 2	39.50	44.25
◆ SVQ level 3	43.25	48.50
◆ SVQ level 4	51.00	57.00
◆ SVQ level 5	100.75	112.75
◆ Assessor/Verifier Awards	29.00	32.50
Other		
◆ Issue of Certified Statement/Replacement Certificate	23.75	24.75
◆ Administration charge (on Higher National and SVQ group awards entered Unit by Unit)	11.75	12.50

(see notes overleaf)

Notes

- 1 In addition to the qualifications listed overleaf there are other qualifications (eg Professional Development Awards and Scottish Progression Awards) which are individually priced. Entry charges for these qualifications will also increase by appropriate percentages.
- 2 National Course and External Assessment entries made after the published deadline date will incur an additional Late Entry Charge in 2005/06 of £26.50. This also applies to entry amendments, such as change of levels.
- 3 Entry for Group Awards involving Higher National or SVQ Units can be done in two ways: by entering the Group Award initially, or on a Unit-by-Unit basis. Where Units are entered **before** the Group Award, the Units will be charged separately and **no refunds** are given if a Group Award is subsequently entered.

If all Units required to complete the Group Award have been entered **and invoiced** before the Group Award entry is made, only the Administrative Charge of £12.50 in 2005/06 will be made for the Group Award entry. A top up charge for some SVQs may also be made in this situation.

If the Group Award is entered **before** all required Units have been entered and invoiced, the full Group Award charge will be made. Only Units entered along with or after the Group Award entry will be free.

- 4 Revised charges apply to SVQs solely awarded by SQA. Charges may vary where SQA jointly awards an SVQ or is not the principal awarding body. In such instances SVQs are individually priced to reflect the composition of the qualification and the nature of the quality assurance system applied. Information on SVQ charges including those jointly awarded is available from SQA's website at: **www.sqa.org.uk**.