

To: Head of Centre (Scottish Centres only)

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

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

Dear Colleague

Entry Charges 2008/09

I am writing to advise you of the increase to entry charges for National Qualifications, Higher National Qualifications and Scottish Vocational Qualifications, as well as other qualifications and services, to be implemented this year.

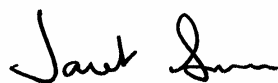
I can confirm that the increase will be 3% for National Qualifications, Higher National Qualifications and Scottish Vocational Qualifications.

The full details of our new charges structure, which will be applicable from 1 August 2008, are outlined in the enclosed table.

Please speak to your Customer Support Manager if you wish clarification of any issues raised in this letter.

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

Yours faithfully



Janet Brown
Chief Executive

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Entry Charges 2008/09

	Current Charges	Charges from 1 August 2008
National Qualifications		
Standard Grade	28.00	28.75
National Course (Intermediate 1/2, Higher, Advanced Higher)	34.00	35.00
National Course - External Assessment only	28.00	28.75
National Course (Access 2 & 3)	21.00	21.75
National Course Unit by Unit Entry (Maximum Charge)	41.75	43.00
National Unit	7.00	7.25
Late entry charge	28.00	28.75
Skills for Work National Course	34.00	35.00
Skills for Work Unit	7.00	7.25
Higher National Qualifications		
Higher National Unit	12.25	12.50
Higher National Certificate	97.25	100.25
Higher National Diploma	117.25	120.75
Higher National Bulk Credit Transfer Certificate	97.25	100.25
Higher National Bulk Credit Transfer Diploma	117.25	120.75
Scottish Vocational Qualifications		
SVQ Unit (levels 1- 4)	7.00	7.25
SVQ Unit (levels 5)	13.50	14.00
SVQ Level 1	44.25	45.50
SVQ Level 2	46.75	48.25
SVQ Level 3	51.50	53.00
SVQ Level 4	60.50	62.25
SVQ Level 5	119.75	123.25
Assessor/Verifier Awards	34.50	35.50
Other		
PC Passport Beginners	26.50	27.25
PC Passport Intermediate	26.50	27.25
PC Passport Advanced	53.00	54.50
PDA Certificate	97.25	100.25
PDA Diploma	117.25	120.75
Highways and Utilities Certificate (HAUC) Units	7.75	8.00
National Certificate Unit by Unit Entry	Charged per unit	Charged per unit
National Progression Awards Unit by Unit Entry	Charged per unit	Charged per unit
Professional Development Awards Unit by Unit Entry	Charged per unit	Charged per unit
Issue of Certified Statement/Replacement Certificate	30.00	35.00
Issue of Syllabus/Credit Value Statements	15.00	20.00
Admin Charge (on HN or SVQ Group Awards entered unit by unit)	13.50	14.00

(See notes overleaf)

Notes

- 1 In addition to the qualifications listed above there are other qualifications (eg Scottish Progression Awards) which are individually priced. Entry charges for these qualifications will also increase by 3%.
- 2 National Course and External Assessment entries made after the published deadline date will incur an additional Late Entry Charge in 2008/09 of £28.75. This also applies to entry amendments, such as change of levels.

National Qualifications entered before the published deadline date will be invoiced in April and May. Entries made after this date will be invoiced between May and August of that year, along with the Late Entry Charge.

- 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 in a month prior to the month of entry of the group award, the units will be charged separately and no refunds are given if the 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 Administration Charge of £14.00 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. Other units which do not form part of the group award will be charged separately.

Higher National Qualifications and SVQs are invoiced in the month following the month of entry. Entries made and withdrawn in the same calendar month will not attract a charge. Any entry withdrawn in a month subsequent to the month of entry will be charged at the full price as outlined in the above table. No credit will be given for withdrawn entries in this circumstance.

- 4 Revised charges, as shown, apply only 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.
- 5 Entry for National Progression Awards and National Certificates is charged on a unit by unit basis. The charge for these is dependant on the type of unit entered – SVQ/HN/NQ. There is no further charge for entry of the group award nor is there an administration fee.

Professional Development Awards other than those shown in the table on the previous page (PDA Certificates and Diploma's) will also be charged on a unit by unit basis. The charge for these is dependant on the type of unit entered.

(Continued overleaf)

6 Other SQA products and services are also chargeable. The Customer Contact Centre – 0845 279 1000 – can provide details. Below are details of the other main chargeable products and services:

- Professional Development Workshops *
 - Full Day £165.00 per delegate
 - Half Day £82.50 per delegate
- Quality Network Events £40.00 per delegate
- Past Question Papers £2.50 per paper
- NQ/HN Unit Descriptors £4.00 per unit
- Portfolios/CARS
 - With ring binders £20.00
 - Without ring binders £12.00
- Late Submission of National Course Appeals £55.00 per appeal

* Please note that this charge applies for National Qualification Professional Development Workshops. SQA charge a different price for some of its other Professional Development Workshops.