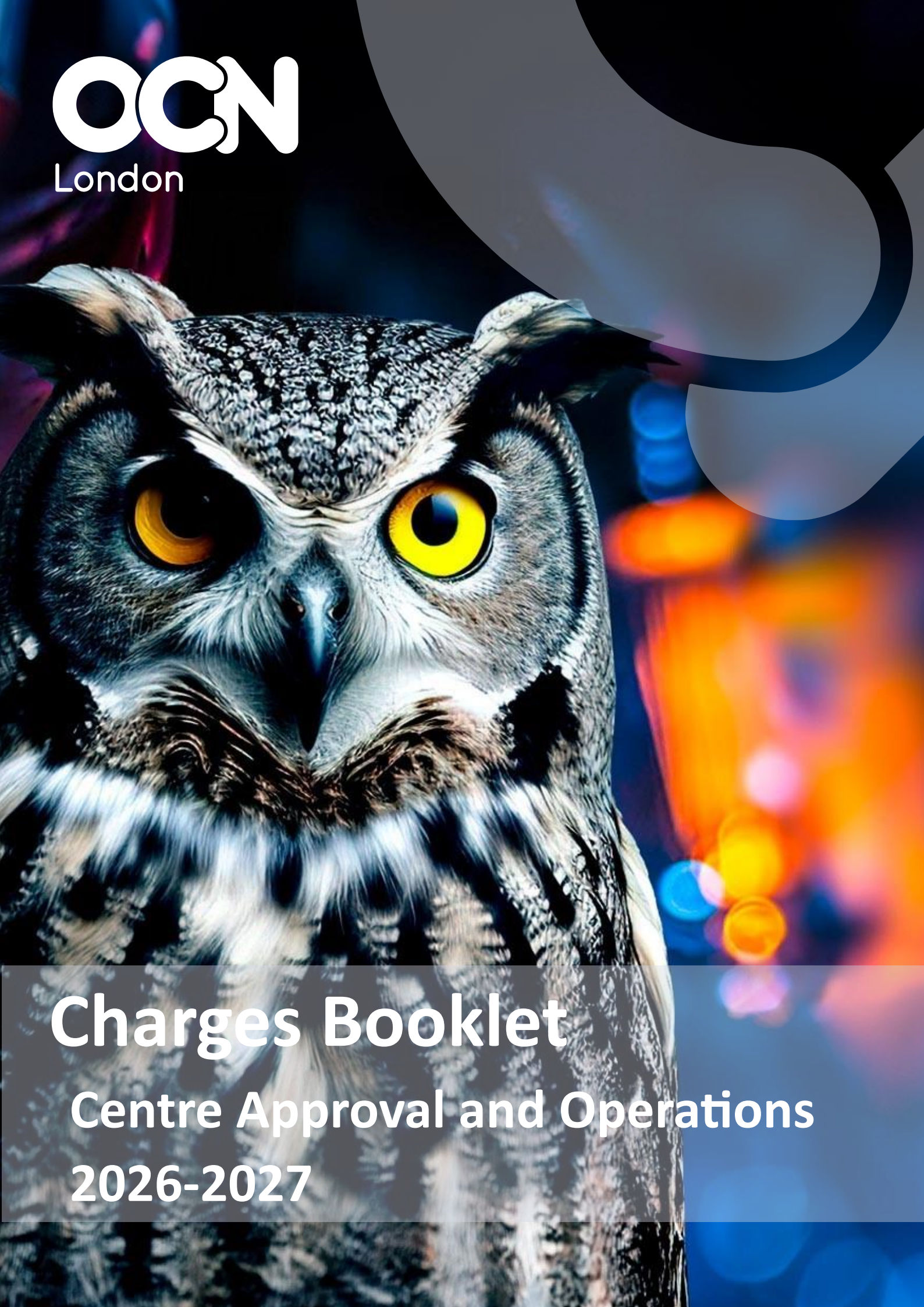
OCN London



Charges Booklet

Centre Approval and Operations

2026-2027

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Please be advised that all information provided is accurate at the time of publication. OCN London reserves the right to make amendments to the content as necessary.

Centre Approval

OCN London offers a single gateway approach to approving all of the organisations that we work with. This means a single set of criteria and application fees for all centres and access to our core offer.

The centre approval process involves an application and an OCN London evaluation. We support new centres through the approval process, provide guidance, offer advice on regulated and bespoke qualifications and may visit your centre to confirm the application. The centre approval evaluation fee only applies to centres who don't already work with OCN London.

Centre Approval	Price
Centre evaluation fee	£700
First year's fee	£990 (pro-rata)

Our Core Offer

All OCN London approved centres are provided with access to a comprehensive package of services and support, including:

- A dedicated account manager and support team;
- Instant access to our OCN London Endorsed service;
- 50 free digital badges;
- Use of the OCN London logo for published materials and websites;
- Access to our curriculum development experts and advice on using our qualifications, units and systems;
- Access to an ever-expanding range of curriculum awareness events;
- Discounts on attending staff development and continuing professional development (CPD) accredited workshops;
- Able to apply to deliver any qualification from our extensive range or to develop tailored accreditation of your courses to meet your specific requirements.

OCN London Endorsed

OCN London Endorsed is designed for organisations and employers who are seeking a quality badge for the in-house training they develop and deliver. Different from our other services, OCN London Endorsed **does not involve the assessment** of learners and the requirement to provide evidence of achievement from them.

OCN London Endorsed gives approved centres the recognition from OCN London for the quality of the courses created. It also provides a means for helping to assess the effectiveness of delivery against each course's aims and purpose.

Annual Centre Approval Fee

The centre approval fee covers the period from 1 August 2025 to 31 July 2026.

For centres offering OCN London regulated and or/bespoke qualifications, there is an annual centre approval fee based on the volume of learners registered in the previous academic year.

Annual Centre Approval	Price
0-99 learners	£795
100-199 learners	£1020
200+ learners	£1165

For centres only accessing our core offer, the annual centre approval fee is £990, which includes an annual refresh of your initial evaluation.

For College Groups, the annual centre fee will be determined on a case-by-case basis.

Learner Registration and Certification Fee

When you register learners there is a combined charge for learner registration and certification on all of our regulated, bespoke qualifications and microcredentials. This fee is charged at the point of registration and is non-refundable.

OCN London regulated qualifications

The qualification fee will be charged at the point of registration. Any credits achieved over and above the qualification will be charged at the credit band rates (see table below); this charge will be incurred at the point of certification.

OCN London bespoke qualifications

Bespoke qualifications are charged according to the total credit value for the course. We charge a fee per learner, invoiced at the point of registration.

Credits	Fee per learner
1-3	£23
4-6	£39
7-9	£46
10-12	£57
13-15	£70

16-18	£83
19-21	£103
22-24	£115
25-30	£123
31-36	£139
37-45	£144
46-52	£150
53-100	£155
101-150	£175
151-200	£193
201+	£242

Late Registration Fee

If you do not register the learners within the deadlines explained below you will incur a late registration fee of **£23 per learner**.

Learner registration deadlines

Short courses (15 weeks or less)

Learners must be registered with OCN London within 25 working days of the start of the course.

Long courses (16 weeks or more)

Learners must be registered with OCN London within 60 working days of the start of the course.

Certificates and E-Certificates

The learner registration fee also covers the cost of certification. Completing learners, registered onto OCN London regulated or bespoke qualifications, will receive a paper certificate (unless the centre has opted out from receiving these) and a verifiable e-certificate.

Centres offering OCN London Endorsed courses can request a paper record of attendance or completion at a cost of **£13 per learner**, or a digital badge (see pricing below).

Digital Badges

Every approved OCN London centre will receive **50 free participation badges** as part of our core offer.

Digital badges can be used in a variety of ways:

- Celebrating high levels of attendance;
- Recognising volunteering work;
- Attending work placements and events.

For further information and case studies, please see our website or contact your Account Manager.

Where more than 50 badges are issued, centres have the choice of paying for additional badges on a pay-as-you-go basis, where each additional badge will be charged at **£7 per badge** (volume discounts apply).

Alternatively, blocks of badges can be purchased, at a preferential discounted price, as shown in the table below.

Blocks of Badges	Discount	Price Per Block	Saving
50	7%	**£325**	£25
100	15%	**£595**	£105
500	30%	**£2,450**	£1,050
1,000	40%	**£4,200**	£2,800

Microcredentials

OCN London produces microcredentials in current and in-demand skills, accessible to centres upon approval (see website or qualification charges booklet for further information). In addition, centres are able to have their own stand-alone or pathway of microcredentials formally recognised and awarded.

Badge Type	Approval/Development Fee	Per Badge Learner Fee*
Single microcredential	£99	£7
Microcredentials pathway	From £295	£7

** Microcredential badge fees are subject to the same discount as for blocks of digital badges, shown above.*

Bespoke Qualification Development

OCN London works with centres to develop bespoke qualifications that precisely meet the needs of their learners and context. Whether you are looking to accredit existing in-house provision or build something entirely new, our curriculum development experts will support you through the process. The following fees apply.

Bespoke qualification development	Price
Review / Approval Fee	1-3 units - from £310
	4-6 units - from £620
	7-9 units - from £925
	10+ units - fee will be discussed with centre
Special Reader	£100
Consultancy Rates	£340 per half day
	£680 per full day

Bespoke Qualification Review

All OCN London bespoke qualifications are subject to a three-year review. This ensures that qualifications remain current, effective and responsive to learner feedback, and reflect any shifts in policy, legislation or sector practice relevant to the qualification's subject area. Centres are expected to demonstrate best practice throughout the life of their qualification — not only at the point of review. This means maintaining ongoing responsiveness to learner outcomes and any developments in the relevant field.

The Review Process

The review is undertaken collaboratively by OCN London and the centre. It will involve a meeting to discuss the qualification's performance since approval, any amendments the centre has already made, and any further changes they wish to make going forward.
Where a centre wishes to make significant changes to the content or structure of a qualification, OCN London will advise whether these constitute a new version of the qualification — which may attract a new development fee — or fall within the scope of the review.
A review fee applies, scaled according to the size of the qualification, as shown below. For qualifications at higher levels where a subject matter expert (SME) is required, an additional SME fee will apply.

Bespoke qualification development	Price
Review Fee	1-3 units - from £75
	4-6 units - from £150
	7-9 units - from £225
	10+ units - fee will be discussed with centre
Special Reader	£100
Consultancy Rates	£340 per half day
	£680 per full day

Regulated Qualification Development

The following fees apply to qualification development which falls outside of our planned developments or where learner registrations are expected to be low.

Qualification Development	Prices From
Award	£1850
Certificate	£2325
Diploma	£3725

Initial consultancy for preparing and submitting an application to the OCN London Approvals Board is included as part of our core offer.

External Quality Assurance and Support

An External Quality Assurance (EQA) schedule for the year will be set by the OCN London centre EQA to reflect the nature and volume of provision.

For most active centres, this is likely to include the equivalent of between one and two days' engagement per year, which may be through visit(s), remote sampling or a combination of these. Where a centre has a particularly high volume of learners, additional time can be agreed at no additional charge to reflect the delivery schedule.

If the centre requests EQA over and above the agreed schedule, or if additional EQA is required for quality reasons, the charges below will be applied. Charges will also be applied for cancelled EQA engagements where insufficient notice has been given or where EQA cannot proceed on the day due to insufficient preparation at the centre - including learners not having been registered and/or results not entered.

EQA Support	Duration	Price
Additional EQA engagement *(at centre's request or required by OCN London for quality reasons)*	Half Day	£340
	Full Day	£680
Fee for cancelled EQA engagement *(where less than 3 working days' notice is given or where EQA is unable to proceed because of insufficient preparation at centre)*	Half Day	£340
	Full Day	£680

Administrative Support

Administrative Support	Price
Additional administrative work to correct errors made by the centre in registering/certificating learners	£38 per learner
Replacement certificate	£48
Replacement certificate requiring Archive search	£64
Replacement e-certificate (only available for courses studied in the last five years	£27
Additional charge for replacement certificate to be posted overseas	£27
Letter of confirmation of achievement	£27
Learner achievement report (electronic)	£27
Appeal (refunded if appeal successful)	£64

Training

OCN London's training provision for practitioners is available to anyone who wishes to take advantage of it, but the charges are reduced for our approved centres. The following courses take place regularly and are normally offered online to increase accessibility.

Training	Duration	Price for OCN London Approved Centre	Non-approved centres
Introduction to Assessment and IQA Processes for Newly Recognised Centres	Half Day	FREE for newly approved centres	N/A
Introduction to Criteria Based Assessment Processes	Half Day	£70 per delegate	£95 per delegate
Internal and External Quality (IQA/EQA) for Ofqual Regulated Qualifications	Half Day	£70 per delegate	£95 per delegate
Internal and External Quality (IQA/EQA) for Bespoke Qualifications	Half Day	£70 per delegate	£95 per delegate
Developing Your Internal Quality Assurance Skills	Two Days	£260 per delegate	£320 per delegate

Courses can also be adapted for centres as a bespoke offer, which may be focused on specific identified skills gaps. Bespoke training is charged at our usual consultancy rates, as shown

below. Additional charges, such as for travel and/or overnight accommodation, will be applied if training is delivered at a centre's own location.

Training	Duration	Price
Bespoke training for centre staff	Half Day	£340
	Full Day	£680

Refund

Fees/charges are non-refundable, with the exception of appeals fees where an appeal is successful.

Charges for other services

Charges for other services agreed with OCN London, including work involving overseas travel, will be levied at the discretion of the Chief Executive Officer.



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