



# Fees

Valid from 1 April 2019 to 31 March 2020

## CIH Awarding Organisation

### Introduction

The Chartered Institute of Housing (CIH) is the independent voice for housing and the home of professional standards. Our goal is simple - to provide housing professionals and their organisations with the advice, support and knowledge they need to be brilliant. CIH is a registered charity and not-for-profit organisation. This means that the money we make is put back into the organisation and funds the activities we carry out to support the housing sector. We have a diverse membership of people who work in both the public and private sectors, in 20 countries on five continents across the world. Further information is available at: [www.cih.org](http://www.cih.org)

CIH is the awarding organisation (AO) for housing qualifications and we are dedicated to providing the highest quality, relevant and up-to-date qualifications for everyone in housing.

The CIH has been offering housing qualifications at all levels for many years and achieved its first AO status in 2000. CIH qualifications are nationally recognised and regulated by:

- Office of the Qualifications and Examinations Regulator (Ofqual) for England and Northern Ireland - <https://www.gov.uk/government/organisations/ofqual>
- Qualifications Wales - <http://qualifications.wales/?lang=en>
- Scottish Qualifications Authority Accreditation (SQA Accreditation) in Scotland- <http://accreditation.sqa.org.uk/accreditation/home>
- CCEA Regulation in Northern Ireland - [http://ccea.org.uk/regulation/about\\_us](http://ccea.org.uk/regulation/about_us)



## Fees for services provided to centres

### **New centre approval**

**£700**

On receipt of a centre approval application form, centres will be charged a non-refundable fee of £700 to cover the process for centre approval for unlimited qualifications and units, including a verification visit and if successful associated annual services.

### **Annual centre registration**

**£560**

An annual fee of £560 is paid by all approved centres. It covers the 12 month period from the date of initial approval for the following services:

- Annual external quality assurer visit
- Annual centre forum
- Administration and other support
- Moodle access

### **Approval to deliver an additional qualification**

**£350**

On receipt of an application to deliver a new qualification/additional unit/s form, where a centre has applied to deliver an entirely new qualification, centres will be charged a non-refundable fee of £350 to cover the approval process including the approval of associated assessment tasks.

### **Approval to deliver additional unit/s**

**£50**

On receipt of an application to deliver a new qualification/additional unit/s form, where a centre has applied to deliver additional units for a qualification that it already has approval for, centres will be charged a non-refundable fee of £50 per unit to cover the approval process including the approval of associated assessment tasks.

### **Additional external quality assurance visit**

**£550**

If centres require additional support visits, these are chargeable at £550 per day (inclusive of expenses).

### **Additional external quality assurance/moderation support**

**£175**

If centres require additional quality assurance or moderation support this is chargeable at £175 per day.



## Late charges and other fees

### **Replacement certificate fee**

**£36 +VAT**

Centres must check all learner details are correct at the point of claiming a certificate, however, should a learner require a replacement certificate these are chargeable at £36 +VAT.

### **Late learner registration fee**

**£36 +VAT**

The late registration fee is in place to ensure that learners are registered onto qualifications in time to effectively verify and quality assure to ensure the validity of qualifications awarded. A late registration fee will be charged for each learner that is registered 6 weeks or more after the start date of the course.

### **Learner transfer fee**

**£36 +VAT**

If a learner starts a qualification but then transfers their registration to and completes a different qualification a transfer fee is chargeable along with a fee for any additional units as appropriate.

## Learner registration fees

Centres will be charged a non-refundable fee for each learner that they register with CIH for a qualification or unit/s. This will be calculated using the fees detailed below.

### **Learner registration/certification fee**

**£43**

### **Learner level 2/3 unit fee**

**£18**

### **Learner level 4/5 unit fee**

**£25**

Services included in these fees are; learner registration, moderation and certification, administrative support. The fee covers one certificate print and if unit certificates are required in addition to a full certificate then a replacement certificate fee will apply.

Centres must register learners on the most appropriate qualification or combination of units if a learner defers and returns to learning within a year, the centre will not be invoiced again provided the learner is still aiming to complete the original qualification or combination of units that they are registered against.



<b>Scheme code</b>	<b>Qualification title</b>	<b>Min.no. of units</b>	<b>Fee per learner</b>
2R04	CIH Level 2 Award in Involvement in Housing and Communities	3	£97.00
2P02	CIH Level 2 Award in Letting and Managing Residential Property	3	£97.00
2A04	CIH Level 2 Certificate in Housing Maintenance	5	£133.00
2H03 2H04	CIH Level 2 Certificate in Housing Practice	4	£115.00
2A05	CIH Level 2 Certificate in Neighbourhood Maintenance	4	£115.00
5S04	CIH Award in Community Action in Housing at SCQF Level 5	3	£97.00
5S06	CIH Certificate in Housing Practice at SCQF level 5	4	£115.00
3H13	CIH Level 3 Award in Housing Practice	3	£97.00
3P01	CIH Level 3 Award in Letting and Managing Residential Property	3	£97.00
3R05	CIH Level 3 Award in Resident Scrutiny	2	£79.00
3A03	CIH Level 3 Certificate in Housing Maintenance and Asset Management	4	£115.00
3H14	CIH Level 3 Certificate in Housing Practice	8	£187.00
3H12	CIH Level 3 Certificate in Housing Services	4	£115.00
3P02	CIH Level 3 Certificate in Letting and Managing Residential Property	4	£115.00
3H11	CIH Level 3 Certificate in Supporting Homeless People	4	£115.00
3H09	CIH Level 3 Certificate in Telecare Services	5	£133.00
3H15	CIH Level 3 Diploma in Housing Practice	12	£259.00
4A08	CIH Level 4 Certificate in Managing Housing Maintenance	6	£193.00
4H09	CIH Level 4 Certificate in Housing	6	£193.00
5H01	CIH Level 5 Diploma in Housing (without L4 PP Skills unit)	5	£168.00
5H01	CIH Level 5 Diploma in Housing (with L4 PP Skills unit)	6	£193.00