

Return of RACs

To safeguard the interests of learners and to ensure prompt certification all RACs must be completed and returned to the OCN within 3 months of the end date of the course. Where RACs are returned outside of this timescale a charge of £50 will be made and the OCN cannot guarantee that certification service standards can be met.

Other Charges

Replacement Documentation

There will be a fee of £25 for all duplicate documentation and certification requested from the OCN.

Charges Summary

Development and Quality Assurance Charges

	Business Development	Quality Assurance
Additional Visit	£250	£250
Unit Development	£75 per Unit with a minimum charge of £200 for the first Unit	N/A

Learner Charges

	OCN Courses	Access to HE
Registration Charge	£3.50 per credit with a minimum charge of £12	£100 per learner
Registration Dates	Short courses - 1 month All other courses - 3 months	3 months
Late Registration Charge - in addition to registration charge	£5 per learner	£25 per learner

Charges

effective from: 1st August 2008

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Centre Recognition

The Open College Network is a membership organisation open to all providers who wish to use its services or support its activities. Membership is gained through a centre recognition process to ensure that the quality assurance, administration and financial systems of the organisation meet OCN standards.

The OCN provides training and support to help organisations to become recognised centres, and to improve their quality assurance, internal verification and assessment practice. Administration training is also available.

The benefits of being a recognised centre include:

- Access to a unit bank from which courses can be built.
- Access to a suite of nationally approved NOCN Qualifications.
- Support from your Business Development Advisors in packaging units into courses to meet individual learner needs.
- Support in meeting the minimum quality standards required for recognition through a dedicated customer service team and access to a suite of Continuing Professional Development courses.
- Quality assurance of your provision through quality review visits and annual reports.
- Access to standardisation events and subject forums and the sharing of good practice.
- Free telephone support and Administration training.

Charges

The OCN has a range of charges for its products and services

Initial Centre Recognition

Centres wishing to become a recognised centre will be charged an initial fee of £500 to cover up to two development support visits and training for up to three staff during the Centre Recognition process. The fee also covers assessment of the centre's quality assurance systems, the drawing up of a curriculum plan for the centre and the setting up of courses on the OCN's web portal for administration. This fee will be levied after the initial meeting with the Centre.

Annual Fee

An annual fee is paid by all organisations who offer OCN accredited provision and qualifications and covers the 12 month period from 1 August. Where an organisation joins after the 1 August the annual fee is levied pro rata and is paid in addition to the initial fee for centre recognition.

The annual fee covers on-going development activity, quality assurance and other support.

BAND		FEE	Development visits	Quality Assurance visits
Band A	Up to 49 Learners	£275	Up to 2	Up to 2
Band B	50-99 Learners	£550	Up to 2	Up to 2
Band C	100-499 Learners	£1000	Up to 3	Up to 3
Band D	500+ Learners	£2000	Up to 4	Up to 4

For organisations wishing to have a formal association with the OCN, but who are not provider organisations, there is an associate fee of £275.

Business Development and Unit Approval

Where a centre requires additional curriculum support above the number of visits included in the annual fee there is a charge of £250 per visit.

All centres have access to the OCN's unit bank and the NOCN unit bank for qualification units and specifications.

Where a centre wishes to develop and have approved a new unit for inclusion in a particular course there is a charge of £75 per unit with a minimum charge of £200 for the first unit.

Quality Assurance

The OCN will produce and agree a Quality Improvement Plan for each centre. Where a centre requires additional visits to ensure centre compliance or verification of the award of credit above the number of visits included in the annual fee the OCN will make a charge of £250 per visit.

Learner Registration Fees

Learners can only be registered on a course recognised by the OCN.

There will be a single charge payable when learners are registered with the OCN. The charge will be based on the number of credits required for full achievement of the course, as agreed on the new course notification form.

One credit is based on a notional 10 learning hours.

The cost per credit per learner is £3.50 with a minimum charge of £12.

Access to Higher Education Diploma Courses

All learners registered on an approved Access to HE Diploma course will be charged a registration fee of £100 and registration lasts for two years.

Qualification Charges

The charges for all qualifications are set by NOCN and can be found on the NOCN website at www.nocn.org.uk.

Registration of Learners and Award of Credit

Registration Dates

Short run courses

Registration for short run courses (i.e. less than 3 months duration) must be received within 1 calendar month of the start date of the course.

Other courses including Access to HE

Learner registrations for other courses must be received within 3 calendar months of the start date of the course.

For all courses, learners must be registered within the above timescales. Where a learner or learners are registered outside of these timescales and dates there will be an additional charge of £5 per learner for all courses except Access to HE courses. For Access to HE courses the additional charge will be £25 per learner. These charges will be levied in addition to normal registration charges.