

Registration of Learners and Award of Credit



Registration Dates

Short run courses (courses of 12 weeks or less)

Registration for short run courses must be received within twenty five (25) working days of the start date of the course.

A late registration charge of £5 per learner will be charged for registrations received outside these timescales. This will be levied in addition to the normal registration charge

Long run courses (courses over 12 weeks)

Learner registrations for other courses must be received within forty (40) working days of the start date of the course.

A late registration charge of £5 per learner will be charged for registrations received outside these timescales. This will be levied in addition to the normal registration charge.

Access to Higher Education courses

Learner registrations for Access to Higher Education courses must be received within 3 months of the start date of the course.

A late registration charge of £25 per learner will be charged for registrations received outside these timescales. This will be levied in addition to the normal registration charge.

Administration Charge

Where a centre subsequently requires changes to be made to courses and course runs after the point of registration an administration charge of £25 will be made for the changes to each set of documentation.

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 not returned within this timescale a charge of £50 will be made automatically, even where the RAC has not been returned. In these cases the OCN cannot guarantee that certification service standards will be met.

Other Charges

Replacement Documentation

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

Charges

effective from: 1st August 2009

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The *Diversity* of Learning

Charges Summary at a glance

Centre Recognition and Annual Fee

Initial Centre Recognition	£500
Annual Fee	£275 to £2000 (see table below)

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

Qualification Charges

Please click on the following link to access the individual Qualification prices for all national Qualifications. http://www.nocn.org.uk/products/fees-and-prices
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Learner Registration and Other 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 – 25 working days Year long courses – 40 working days	3 months
Late Registration Charge – in addition to registration charge	£5 per learner	£25 per learner
Administration charge	£25	£25
Late or no return of RAC	£50	£50

Charges Explained

Initial Centre Recognition - What It Covers

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 – What It Covers

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, administration 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
Any additional visits may be charged for.				

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

The benefits of being a recognised centre include:

- Access to a unit bank from which courses can be packaged.
- 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.
- Telephone support and Administration training.

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 and Awards Fees

The charges for all national qualifications are set by NOCN and can be found on the NOCN website at www.nocn.org.uk/products/fees-and-prices.

All other charges will be based on the number of credits required for full achievement of the course, as agreed on the new course notification form and will be payable when learners are registered with the OCN.

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.