



Kaplan Professional Awards 2024 Fees and Pricing Brochure

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Introduction

Enclosed within this brochure are detailed insights into all fees, ensuring that you are well-informed about the financial aspects of our collaboration. Our goal is to streamline the process for you, making it as straightforward and accessible as possible. From registration fees to assessment charges, every aspect has been meticulously outlined to eliminate ambiguity.

At Kaplan Professional Awards (KPA), we take pride in offering unparalleled quality and support to our centres ensuring our fees have been set at a competitive rate within the market, a testament to the exceptional value and service you can expect from us. This brochure not only serves as a reference guide but also as a testament to our commitment to fairness and openness.

The fees contained within this brochure will be in effect from 1 April 2024 and will be subject to an annual review. We are confident that this comprehensive guide will empower you with the information needed to navigate our fees effortlessly.

Centre fees

Centre Approval

This fee applies to centres who are not currently approved by KPA. It covers the full cost of the approval process including the review of your application and an EQA visit.

The first 50% of the approval fee is to be paid when submitting your application with the remaining balance to be paid once you receive the outcome of your application. Please note: 100% of the fee is payable regardless of the outcome of the approval.

Centre Approval Fee	£1,500
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Ongoing Centre Recognition and Monitoring

This fee applies to all KPA approved centres. This fee will be applicable one year from your initial agreement and covers annual monitoring visits and delivery support from KPA.

KPA will inform you of the type of ongoing fee which will be applicable before you sign any Centre Agreement or Service Level Agreement.

Annual Centre Recognition Fee (for centres delivering open market qualifications)	£1,000
Annual Centre Monitoring Fee (for customers who are delivering a bespoke qualification)	£1,500
Additional support or monitoring visit (remote)	£550
Additional support or monitoring visit (on-site)	£550 plus expenses

Qualification Development and Accreditation Fees

The fees in this section apply to any centres or customers who want to work with us to accredit or regulate a new or existing bespoke qualification. These fees cover all activities within the qualification development process.

Centre approval fees will apply if you are not already a KPA approved centre.

Reference to a new qualification means any qualification which does not have a fully developed qualification specification.

Reference to an existing qualification means any qualification which has a fully developed qualification specification.

Qualification Accreditation Fee (For an existing qualification to be accredited but not regulated)	£500 per qualification
Qualification Regulation Fee (For an existing qualification to be accredited and regulated)	£1000 per qualification
Qualification Design and Accreditation Fee (For a new qualification to be designed and accredited but not regulated)	£3500 per qualification
Qualification Design and Regulation Fee (For a new qualification to be designed, accredited and regulated)	£4000 per qualification

Qualification Registration and Certification Fees

KPA Level 2 Award in Using Cloud Accounting Software (RQF)	£138
KPA Level 2 Award in the Basic Principles of Using Cloud Accounting Software (RQF)	£171
KPA Level 2 Award in the Principles of Using Cloud Accounting Software for Business (RQF)	£204
KPA Level 3 Certificate in Pensions Administration	£193
KPA Level 4 Diploma in Accounting and Finance (RQF)	Registration: £1,056 Certification: £61
KPA Level 4 Award in New Technologies for Business (RQF)	£66
KPA Level 4 Award in Cybersecurity for Business (RQF)	£66
KPA Level 6 Diploma in Professional Accountancy (RQF)	£1,320

Administration Fees

The fees in this section apply to all approved centres and relate to standard fees relating to all qualifications.

Late Entry Fees

Fee per candidate registration after the booking window has closed	An additional 10% of the appropriate registration fee, as outlined above.
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Cancellation Policy

If a candidate wishes to withdraw from an assessment after the booking window has closed, they will not be eligible to have the fee for the assessment refunded.

Appeals Fees

Stage 1 - Initial Review	£55
Stage 2 - Independent Review	£55 plus any additional expenses that may be incurred during the independent review in seeking the opinion of professional experts

These charges will be refunded in full if the appeal is upheld.

Replacement Certificate Fees

Replacement Certificate Fee	£45 per certificate
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Contact us

If you need any support or advice throughout the process, or have any questions. Please do not hesitate to get in touch with us.

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