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## Fees and Invoicing Policy

**Version 1.5**  
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## Introduction

This document is intended for our centres and sets out the fees we will charge for our various qualifications and services as well as our invoicing arrangements.

Our aim is to have a pricing structure and associated invoice arrangements that are:

- Fair and appropriate and provide value for money for centres.
- Clear and transparent, with no hidden costs or details.

## Review arrangements

We'll review this document and its associated procedures annually as part of our self-evaluation arrangements and/or in response to customer, or regulatory feedback and any trends that may emerge in the types of queries we may have received.

If you would like to feedback any views, or have a query in relation to any aspect of our

fees or invoicing arrangements please contact us via the details provided at the end of this document.

## Regulated Qualification Fees

The fees listed below are correct at the date shown at the bottom of this statement and SafeCert Awards Ltd is committed to ensuring the fee details are updated every time a new qualification is offered and/or if fees have altered and made available to our centres at the earliest opportunity to help them with their planning arrangements.

Details of the qualifications we offer (eg their specifications) can be obtained via Website or contact the Office Manager at 0845 500 2 100 or email to [fiona@safecertawards.com](mailto:fiona@safecertawards.com). We can also supply centre guidance materials that outline some of the processes below (eg centre recognition and external verification visits).

Centre Administration Fees	Cost
Centre recognition for new centre <ul style="list-style-type: none"> <li>• Centre based in Northern Ireland</li> </ul>	£295.00
<ul style="list-style-type: none"> <li>• Centre based in England, Scotland or Wales</li> </ul>	£95.00 Special Offer Until further notice
Centre recognition, subsequent years including EQA visit	£195.00
Application to offer additional qualifications	Free
Application to add additional trainer/assessors to centre who have teaching /assessing awards from SafeCert	Free
Application to add additional trainer/assessors to centre who has teaching awards from other awarding bodies. Needs to be paid before trainer can be registered (This requires additional verification)	£50.00
Cost of Assessing a Portfolio of Evidence to Register a First Aid Trainer/Assessor/IQA to include registration fee. Needs to be paid before trainer can be registered (This requires additional verification)	£75.00
Replacement and duplicate certificates (full with unit)	£30.00
Additional Support Visit Fee + ( travel & accommodation if required)	£195.00

Registration and Certification Fees (RQF for Northern Ireland)			
Emergency First Aid at Work (Level 3)	£6.00	Health and Safety at Work (Level 1)	£6.00
First Aid at Work (Level 3)	£9.00	Health and Safety at Work (Level 2)	£6.00
AED & CPR (Level 2)	£5.00	Supervising Health and Safety (Level 3)	£25.00
Paediatric First Aid (Level 3)	£8.00	Fire Safety Awareness (Level 1)	£6.00
Emergency Paediatric First Aid (Level 3)	£6.00	Fire Safety (Level 2)	£6.00
Activity First Aid (Level 3)	£7.00	Risk Assessment (Level 2)	£6.00
Emergency Outdoor First Aid (Level 3)	£6.00	Principles of COSHH (Level 2)	£6.00
Outdoor First Aid (Level 3)	£8.00	Conflict Resolution (Level 2)	£6.00
First Aid Essentials (Level 2)	£6.00	Food Safety in Catering (Level 2)	£6.00
Management of Anaphylaxis (Level 3)	£5.00	Principles of Nutrition (Level 2)	£6.00
Oxygen Administration (Level 3)	£5.00	Supervising Food Safety (Level 3)	£25.00
Manual Handling Principles and Practice (Level 2)	£6.00	Safeguarding of Children and Young Adults (Level 2)	£6.00
Manual Handling Principles (Level 2)	£6.00	Education and Training Award (Level 3)	£35.00
Safer Moving and Handling of People (Level 2)	£6.00	TAQA Assessor or IQA Verifier Awards	£45.00
Understanding First Aid for Mental Health (Level 2)	£7.00	First Person on Scene for an Emergency First Responder (Level 3)	£24.00
First Aid for Mental Health (Level 3)	£9.00		
Understanding First Aid for Youth Mental Health (Level 2) - Pending	£7.00		
First Aid for Youth Mental Health (Level 3) - Pending	£9.00		

Registration and Certification Fees (SafeCert for England, Scotland & Wales)			
Emergency First Aid at Work (Level 3)	£6.00	Health and Safety at Work (Level 1)	£6.00
First Aid at Work (Level 3)	£9.00	Health and Safety at Work (Level 2)	£6.00
AED & CPR (Level 2)	£5.00	Fire Safety Awareness (Level 1)	£6.00
Paediatric First Aid (Level 3)	£8.00	Fire Safety (Level 2)	£6.00
Emergency Paediatric First Aid (Level 3)	£6.00	Food Safety in Catering (Level 2)	£6.00
Activity First Aid (Level 2)	£7.00		
Management of Anaphylaxis (Level 3)	£6.00	TAQA Assessor Awards	£25.00
Manual Handling Principles and Practice (Level 2)	£6.00	Planning and Delivering Learning Sessions to Groups (Level 6)	£35.00
Safer Moving and Handling of People	£6.00	Education and Training Award	£35.00
Understanding First Aid for Mental Health (Level 2)	£7.00	IQA Verifier Awards	£45.00
First Aid for Mental Health (Level 3)	£9.00		
Understanding First Aid for Youth Mental Health (Level 2)	£7.00	First Person on Scene for an Emergency First Responder (Level 3)	£24.00
First Aid for Youth Mental Health (Level 3)	£9.00		
Principles of PMVA			
Principles and Practice of PMVA			

Training Manuals (depend on amount ordered as cost does down with higher numbers)			
Emergency First Aid – A5 Manual	£4.95 to £2.95	Health and Safety Manual – A4 Manual	£4.95 to £2.95
First Aid at Work – A4 Manual	£4.95 to £2.95	Manual Handling – A5 Manual	£4.95 to £2.95
AED & CPR – A5 Manual	£4.95 to £2.95	Safer Moving of People – A4 Manual	£4.95 to £2.95
Paediatric First Aid – A5 Manual	£4.95 to £2.95	Fire Safety – A5 Manual	£4.95 to £2.95
		Food Safety in Catering – A4 Manual	£4.95 to £2.95

Training PowerPoint Fees			
Emergency First Aid at Work	£60.00	Health and Safety Awareness	£60.00
First Aid at Work	£80.00	Health and Safety at Work	£60.00
AED & CPR	£50.00	Fire Safety Awareness	£60.00
Paediatric First Aid	£80.00	Fire Safety	£60.00
Emergency Paediatric First Aid	£50.00	Manual Handling	£60.00

## Postage & Packaging

There is no additional charge for the issue of certificates in the UK. An additional charge will be required for postage outside the UK (at the standard packaging rates at the time of dispatch).

Postage and packaging costs for distributing manuals will be charged (at the standard Accounts Department unless you inform us otherwise (if you would like to change who we send the invoices to please contact us via the details provided at the end of this policy).

Each invoice will contain details:

- Of the product/service being provided
- The payment method and where required our bank account details
- Of the VAT amount (unless you have informed us that you are VAT exempt)
- Of our payment terms

Upon receipt of the invoice, payment should be received by us within 30 days of the invoice date. New customers and customers who late in payment will require to pay for certification before they are issued. On receipt of payment we will update our records to show full payment has been received and ensure the invoice is appropriately filed.

Failure to pay due invoices may result in services and/or products being phased out and/or withdrawn from your centres.

## Invoicing approach

SafeCert Awards Ltd will invoice your centre within one week of confirming your order unless alternative arrangements have been agreed. The invoice will be sent to your address registered with us.

Naturally, if you have any queries about any aspect of an invoice please contact us on the details below.

## Records

In accordance with HMRC guidelines we will keep records of all invoices issued and received should your centre or other relevant parties (such as the regulators) can be provided with an auditable trail of transactions if necessary.

## Contact us

If you have any queries about any aspect of our fees or invoice arrangements or the content of this policy, please contact Office Manager on 0845 500 2 100 or email [info@safecertawards.com](mailto:info@safecertawards.com).