



BCS, The Chartered Institute for IT

Qualifications Price List and Invoicing Policy

May 2019

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;
- clear and transparent, with no hidden costs or details.

Review Arrangements

We will review this document and its associated procedures annually as part of our selfevaluation 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.

Qualification Fees

The fees listed below are correct at the date shown at the bottom of this statement and BCS 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 (e.g. their specifications) can be obtained via the Approved Centre Forum www.bcs.org/qualifications along with centre guidance materials that outline some of the processes below.

Pricing effective from 1 November 2018 (All prices exclude VAT)

Centre Accreditation Renewal Fees	
Centre and Satellite Sites	Price
Lead Centre	£500
Plus 1-5 Satellite Sites *	£500
Plus 6-10 Satellite Sites *	£1000
Plus 11-20 Satellite Sites *	£1500

* A satellite site is defined as a school building, training centre or campus that may share the same name as the main site but may have a different postcode. Some examples include:

- Multi Academy Trusts;
- A hospital site if the main centre is an NHS Centre;
- A training site if the main centre is a private training organisation.

If you are unsure of your status, please contact us to discuss

BCS Onsite Bespoke Training	Price
On-site training – half day	£300
On-site training - whole day	£600

BCS Online Training	
All staff	Free

NB: The pricing outlined below is on a per learner basis unless otherwise stated. Discounts are available if the number of learners is 25 or more please contact us to discuss if you have any questions.

BCS Entry Level 3 Qualifications	Price per learner
BCS Entry Level Award in Computer and Online Basics (ITQ) (Entry 3) QAN - 600/0831/3 Qualification includes: Registration, Workbook and Certificate (packs of 10)	£27.00
BCS Entry Level Certificate in Digital Skills (ITQ) (Entry 3) QAN = 600/1848/3 Qualification includes: Registration, e-Learning Courseware, Testing and Certificate (7 Unit) Withdrawn from Sale 3 July 2018	£40.00
BCS Entry Level Award in Digital Skills (ITQ) (Entry 3) QAN = 601/3447/1 Qualification includes: Registration, e-Learning Courseware, Testing and Certificate (4 Unit)	£32.50
Digital Skills v2.0 Test Only	£5.50
Digital Skills v2.0 Diagnostic Only	£5.50

BCS Level 1 Qualifications	No. of Learners
Price is per learner registration	1 – 24
Unit Registration	£16.25
BCS Level 1 Award in IT User Skills (ECDL Essentials) (ITQ) QAN = 500/6226/8	£24.75
BCS Level 1 ECDL Award in IT User Skills – (Flexiqual) QAN = 601/0633/5	£24.75
BCS Level 1 ECDL Certificate in IT User Skills – (Flexiqual)	£27.00
BCS Level 1 Qualifications	No. of Learners
QAN = 601/1236/0	

BCS Level 2 Qualifications	No. of Learners
Price is per learner registration	1 – 24
Unit Registration	£16.25
BCS Level 2 Certificate in IT User Skills (ECDL Core) QAN = 601/8240/4	£27.00
BCS Level 2 Certificate in IT User Skills (ECDL Extra) (ITQ) QAN = 500/6242/6	£40.00
BCS Level 2 ECDL Award in IT User Skills – (Flexiqual) QAN = 601/0634/7	£37.75
BCS Level 2 ECDL Certificate in IT User Skills – (Flexiqual) QAN = 601/1237/2	£40.00

BCS Level 3 Qualifications	No. of Learners
Price is per learner registration	1 – 24
Unit Registration (Including ECDL Advanced Units)	£34.50

BCS Level 3 Certificate in IT User Skills (ECDL Advanced) (ITQ) QAN = 500/6243/8	£118.75
ECDL Advanced Automated Certification Test	£10.00
ECDL Advanced Automated Diagnostic Tests (Pack of 10)	£50.00
BCS Level 3 Certificate in IT User Skills (ITQ) – (Flexiqual) QAN = 500/6176/8	£118.75
ECDL Advanced Re-Sit Test	£10.00
To qualify for the volume discounts listed above orders must be placed at a single time. Orders can be comprised of any combination of the listed products.	

e-Learning Courseware

NB: The pricing outlined below is on a per learner basis unless otherwise stated. Discounts are available if the number of learners is 25 or more please contact us to discuss if you have any questions.

Adult Training Centres

Number of Users	ECDL Essentials or Extra	ECDL 7-unit or Combination (Essentials and Extra)
1 – 24	£23.00 per learner (NB: Courseware is valid for 12 months)	£40.20 per learner (NB: Courseware is valid for 12 months)

Schools Pricing

Number of Users	ECDL Essentials or Extra	ECDL 7-unit or Combination (Essentials and Extra)
1 – 24	£20.00 per learner (NB: Courseware is valid for 12 months)	£35.00 per learner (NB: Courseware is valid for 12 months)

Single Unit e-Learning Courseware

NB: The pricing outlined below is on a per learner basis unless otherwise stated. Discounts are available if the number of learners is 100 or more please contact us to discuss if you have any questions.

Adult Training Centres

Number of Users	Price per user
1 – 99	£5.70 per user – 3 months £6.90 per user – 6 months £8.00 per user – 12 months

Schools Pricing

Number of Users	Price per user
1 – 99	£5.00 per user – 3 months £6.00 per user – 6 months £7.00 per user – 12 months

Automated Diagnostic Test Credits

Quantity	ECDL/ITQ Automated Diagnostic (Mock) Test Credits	
	Schools	Non-Schools
1 to 99	£3.25	£4.25
100 to 499	£2.75	£3.75
500+	£2.50	£3.25
ECDL Compass		Price
Price is per learner registration		
Unit Registration		£5.00

NB: When ordering via the Approved Centre Forum, please select I/ECDL Diag Standard or I/ECDL Diag Standard (Level 2 – Schools) for all ECDL qualifications except Level 1 Flexiquals, for which you should select BCS Level 1 Diag or BCS Level 1 Diag (Schools).

Automated Certification Test Credits

Quantity	ECDL/ITQ Automated Certification (Exam) Test Credits	
	Schools	Non-Schools
1 to 99	£6.50	£8.50
100 to 499	£5.50	£7.50
500+	£5.00	£6.50

NB: When ordering via the Approved Centre Forum, please select I/ECDL Cert Standard or I/ECDL Cert Standard (Level 2 – Schools) for all EC DL qualifications except Level 1 Flexiquals, for which you should select BCS Level 1 Cert or BCS Level 1 Cert (Schools).

Other Qualifications

e-Safety	Price
e-Safety Single Unit Option	
BCS Level 1 Award In e-Safety QAN - 600/0830/1 - Test Only (minimum order 10 tests)	£10.00
BCS Level 1 Award In e-Safety (Full Package) QAN - 600/0830/1 - Test and Teaching Resources (optional e-learning suitable for Yr7 Students) - Minimum order 10 registrations	£15.00
BCS Level 1 Award In e-Safety QAN - 600/0830/1 - Re-Sit Test Pack of 10	£25.00
E-Safety Annual Site License Option	Price
BCS Level 1 Award In e-Safety QAN - 600/0830/1 - Annual Site Licence (Paper based materials and e-learning -up to 200 learners) - Test must be purchased separately per learner	£345.00

Additional Certificates	Price
Unit Certification for all Qualifications	£15.00
Replacement Certificate for all Qualifications	£15.00
Digital copy of certificate	£10.00

Sundry Items	Price
Confirmation letter of achievement	£10.00

Invoicing Approach

BCS will invoice your centre within 5 working days of confirming your order unless alternative arrangements have been agreed. The invoice will be sent to the invoicing address you have provided. If you would like to change these details, 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;
- the VAT amount (unless you have informed us that you are VAT exempt);
- our payment terms.

Upon receipt of the invoice, payment should be received by us within 30 days of the invoice date. On receipt of payment we will update our records to show full payment has been received and ensure the invoice is appropriately stored.

Failure to pay due invoices may result in services and/or products being delayed, and/or no longer available to you.

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

Contact Us

If you have any queries about any aspect of our fees or invoice arrangements or the content of this policy, please contact the Customer Service Team.

Telephone: 01793 417417

Email: customerservice@bcs.uk

Live Chat: www.bcs.org/livechat

BCS, 1st Floor, Block D, North Star House, North Star Avenue, Swindon, Wiltshire, SN2 1FA

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Email: customerservice@bcs.uk

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