

Pricing Policy

Purpose

This document sets out the rationale behind the fees we will charge for our various qualifications and services.

Our aim is to have a pricing structure that:

- Provides value for money – we are committed to providing qualifications and supporting services of the highest quality at reasonable prices.
- Is fair and appropriate – we explain exactly what you receive in return for the Annual Recognition fee and where additional fees may be charged.
- Is clear, transparent and easy to understand – qualifications are individually priced and if offered, packaged with other products this will be clearly indicated. There are no hidden costs.

Scope

This policy covers the fees that Gateway Qualifications charges for its qualifications and services

Audience

This Policy is intended for the following audience:

- Recognised Centres (“Centres”) in relation to the offer of qualifications with the exception of End-point assessment
- Apprenticeship Training Providers (“Providers”) in relation to End-point assessment
- Prospective Centres and Apprenticeship Training Providers
- Gateway Qualifications’ Board of Trustees and Committee members
- Gateway Qualifications’ staff

Definitions

There are no terms or acronyms used in this policy that require defining.

Responsibilities

Gateway Qualifications Responsibilities

Gateway Qualifications will act in accordance with this policy. The Director of Finance will periodically ensure all pricing documentation conforms to this policy

Related Policies and Documents

This Policy should be read alongside the following:

Gateway Qualifications

- Appeals Policy and Procedure
- Invoicing Policy
- Qualification Catalogue and End Point Assessment Price Lists published on the Gateway Qualifications website

Equity, Diversity and Inclusion Statement

Whilst developing the policies and processes referenced in this document, we have given due consideration to eliminating discrimination, harassment and victimisation, advancing equality of opportunity, and fostering good relations between people who share a relevant protected characteristic (as defined in the Equality Act 2010) and those who do not.

Fees

Gateway Qualifications publishes a Qualification Catalogue and an End-Point Assessment Price List which includes the details and prices of qualifications, units, assessments and other services including bespoke qualification developments and any technology requirements.

The documents includes the following:

- A qualification fee that encompasses all mandatory costs for a single, additional learner to take the qualification, from registration to receipt of certificate if they achieve.
- Any fees for other products and services that must be purchased with the qualification as part of a package, and/or that can be purchased separately.

Any fees for optional services directly related to the delivery and award of a qualification to a learner.

- Any mandatory cohort or centre-level fees.
- An End-Point Assessment fee for each apprentice that providers refer through the EPA Gateway and are accepted by Gateway Qualifications.
- Reassessment fees for apprentices who fail one or more components and need to resit or retake.
- End-Point Assessment cancellation fees

The latest information is always available on the Gateway Qualifications website:
[gatewayqualifications.org.uk/fees and charges](https://gatewayqualifications.org.uk/fees-and-charges)

[End-point Assessment Price List - Gateway Qualifications](#)

Appeals

We may charge you or your learners or apprentices a fee to cover the cost of an appeal. Details can be found in the Gateway Qualifications Appeals Policy.

Postage & Packaging

There is no additional charge for the provision of qualification certificates within the UK.

Invoicing approach

Gateway Qualifications will invoice your Centre on registration of your learners or as other services are ordered. Full details can be found in the Gateway Qualifications Invoicing Policy.

Review Arrangements and Monitoring

Gateway Qualifications will periodically review this Policy and the associated procedures and revise as necessary. As part of the review consideration will be given to feedback received and regulatory/legislative requirements.

If you would like to feedback on any views on this Policy, please contact us via the details provided at the end of this document.

Gateway Qualifications' Finance and General Purposes Committee is responsible for monitoring the effectiveness of the application of this Policy. An annual summary is provided to the Board of Trustees for monitoring and ratification.

Legal and Regulatory References

UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies that relate to Gateway Qualifications' status as an awarding organisation will reference any conditions and criteria that they address.

This Policy addresses the following legislation and/or regulatory requirements:

Regulator or Relevant Governing Body	Reference Details	Legislation/Regulatory Reference
Ofqual	General Conditions of Recognition	Condition No: F1 - Information on fees and features of qualifications

		Condition No: F2 - Packaging qualifications with other products or services
Qualification Wales	Standard Conditions of Recognition	Condition No: F1 - Information on fees and features of qualifications Condition No: F2 - Packaging qualifications with other products or services
Qualification Assurance Agency	AVA Licencing Criteria	Not applicable

Contact us

If you have any queries about the contents of the policy, please contact:

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Document Controls

Document Name	Pricing Policy
Version	2.2
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June 2025	2.2	Director of Finance	Policy transferred to the new policy document template.