Introduction

The Chartered Institute of Housing (CIH) is the independent voice for housing and the home of professional standards. Our goal is simple – to provide housing professionals and their organisations with the advice, support and knowledge they need to be brilliant. CIH is a registered charity and not-for-profit organisation. This means that the money we make is put back into the organisation and funds the activities we carry out to support the housing sector. We have a diverse membership of people who work in both the public and private sectors, in 20 countries on five continents across the world. Further information is available at: www.cih.org

CIH is the awarding organisation (AO) for housing qualifications and we are dedicated to providing the highest quality, relevant and up-to-date qualifications for everyone in housing.

The CIH has been offering housing qualifications at all levels for many years and achieved its first AO status in 2000. CIH qualifications are nationally recognised and regulated by:

- Scottish Qualifications Authority Accreditation (SQA Accreditation) in Scotland- http://accreditation.sqa.org.uk/accreditation/home
- CCEA Regulation in Northern Ireland - http://ccea.org.uk/regulation/about_us
Fees for services provided to centres

New centre approval £715

On receipt of a centre approval application form, centres will be charged a non-refundable fee of £715 to cover the process for centre approval for unlimited qualifications and units, including a verification visit and if successful associated annual services.

Annual centre registration £570

An annual fee of £570 is paid by all approved centres. It covers the 12 month period from the date of initial approval for the following services:
  • Annual external quality assurer visit
  • Annual centre forum
  • Administration and other support
  • Moodle access

Approval to deliver an additional qualification £350

On receipt of an application to deliver a new qualification/additional unit/s form, where a centre has applied to deliver an entirely new qualification, centres will be charged a non-refundable fee of £350 to cover the approval process including the approval of associated assessment tasks.

Approval to deliver additional unit/s £50

On receipt of an application to deliver a new qualification/additional unit/s form, where a centre has applied to deliver additional units for a qualification that it already has approval for, centres will be charged a non-refundable fee of £50 per unit to cover the approval process including the approval of associated assessment tasks.

Additional external quality assurance visit £550

If centres require additional support visits, these are chargeable at £550 per day (inclusive of expenses).

Additional external quality assurance/moderation support £175

If centres require additional quality assurance or moderation support this is chargeable at £175 per day.
Late charges and other fees

Replacement certificate fee  £37 +VAT

Centres must check all learner details are correct at the point of claiming a certificate, however, should a learner require a replacement certificate these are chargeable at £37 +VAT.

Late learner registration fee  £37 +VAT

The late registration fee is in place to ensure that learners are registered onto qualifications in time to effectively verify and quality assure to ensure the validity of qualifications awarded. A late registration fee will be charged for each learner that is registered 6 weeks or more after the start date of the course.

Learner transfer fee  £37 +VAT

If a learner starts a qualification but then transfers their registration to and completes a different qualification a transfer fee is chargeable along with a fee for any additional units as appropriate.

Assignment approval (third submission) per assignment  £37 +VAT

Centres are required to have assignments approved for units of qualifications. This service is not charged for on the first and second attempt. However, if the assignment has to be reviewed a third time a charge to contribute to this cost will be made.

Learner registration fees

Centres will be charged a non-refundable fee for each learner that they register with CIH for a qualification or unit/s. This will be calculated using the fees detailed below.

Learner registration/certification fee  £44
Learner level 2/3 unit fee  £18.50
Learner level 4/5 unit fee  £25.50

Services included in these fees are; learner registration, moderation and certification, administrative support. The fee covers one certificate print and if unit certificates are required in addition to a full certificate then a replacement certificate fee will apply.

Centres must register learners on the most appropriate qualification or combination of units if a learner defers and returns to learning within a year, the centre will not be invoiced again provided the learner is still aiming to complete the original qualification or combination of units that they are registered against.
<table>
<thead>
<tr>
<th>Scheme code</th>
<th>Qualification title</th>
<th>Min.no. of units</th>
<th>Fee per learner</th>
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<tr>
<td>2R04</td>
<td>CIH Level 2 Award in Involvement in Housing and Communities</td>
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<td>2P02</td>
<td>CIH Level 2 Award in Letting and Managing Residential Property</td>
<td>3</td>
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<td>CIH Level 2 Certificate in Housing Practice</td>
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<td>CIH Level 2 Certificate in Neighbourhood Maintenance</td>
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<td>CIH Certificate in Housing Practice at SCQF level 5</td>
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<td>CIH Level 3 Award in Housing Practice</td>
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<tr>
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<td>CIH Level 5 Diploma in Housing (with L4 PP Skills unit)</td>
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