

Valid from 1 April 2023 to 31 March 2024

## Introduction

The Chartered Institute of Housing (CIH) is the independent voice for housing and the home of professional standards. CIH is a registered charity and not-for-profit organisation.

The CIH Awarding Organisation (AO) provides nationally recognised housing qualifications, regulated by The Office of Qualifications and Examinations Regulation (Ofqual), Scottish Qualifications Authority Accreditation (SQA Accreditation), Council for the Curriculum, Examinations and Assessment (CCEA) and Qualifications Wales (QW). We are dedicated to providing the highest quality, relevant and up-to-date qualifications for aspiring professionals in the sector.

## Mandatory centre fees

New centre approval	<b>£785</b>	Non-refundable charge made to centre on submission of a centre approval application form. Covers the cost of the application process.
Annual centre renewal	<b>£625</b>	Annual charge made to all approved centres to cover services and customer support, for example: <ul style="list-style-type: none"><li>• Annual External Quality Assurer (EQA) visit</li><li>• Centre forums</li><li>• Administration and other support</li><li>• Access to IT systems</li></ul>

## Supplementary fees for services available to centres

Approval to deliver an additional qualification	<b>£380</b>	Non-refundable charge made to centre on submission of a new qualification approval application form. Covers the cost of the application process.
Approval to deliver an additional unit	<b>£55</b>	Non-refundable charge made to centre on submission of a new unit approval application form. Covers the cost of the application process.
Additional EQA visit	<b>£625</b>	Charge made to centre for additional EQA support visit. <sup>1</sup>
Additional EQA / Moderator support	<b>£190</b>	Per day charge made to centre for additional EQA or moderator support.
Assessment / assignment approval	<b>£40</b>	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 must be reviewed a third time, a charge to contribute to this cost will be made.

<sup>1</sup> Inclusive of EQA expenses.

## Standard qualification fee per learner

Qualification registration fee	<b>£49</b>	A non-refundable charge per learner is made to the centre. It is calculated thus; registration fee + number of units taken at each level. Fees for standard qualification combinations are provided in the table below.
Learner level 2/3 unit fee	<b>£20</b>	
Learner level 4/5 unit fee	<b>£28</b>	

A learner can take single units based on the fees. Eg. a learner taking a level 2 unit would be chargeable at £69.00 and then subsequent units at £20.00). If the learner achieves all of the units required for the qualification, a second £49 charge will be made.

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.

It is therefore advised that centres register learners on the most appropriate qualification or combination of units.

Scheme code	Qualification title	Min. no. of units	Fee per learner
2R04	CIH Level 2 Award in Involvement in Housing and Communities	3	£109
2P02	CIH Level 2 Award in Letting and Managing Residential Property	3	£109
2H04	CIH Level 2 Certificate in Housing Practice	4	£129
5S07	CIH Certificate in Housing Practice at SCQF level 5	4	£129
5S08	CIH Award in Neighbourhood Maintenance at SCQF Level 5	5	£149
3H13	CIH Level 3 Award in Housing Practice	3	£109
3R05	CIH Level 3 Award in Resident Scrutiny	2	£89
3A03	CIH Level 3 Certificate in Housing Maintenance and Asset Management	4	£129
3H14	CIH Level 3 Certificate in Housing Practice	8	£209
3H12	CIH Level 3 Certificate in Housing Services	4	£129
3P02	CIH Level 3 Certificate in Letting and Managing Residential Property	4	£129
3H18	CIH Level 3 Certificate in Providing Homelessness Services	4	£129
4A08	CIH Level 4 Certificate in Managing Housing Maintenance	6	£217
4H09	CIH Level 4 Certificate in Housing	6	£217
5H01	CIH Level 5 Diploma in Housing (without L4 PP Skills unit)	5	£189
5H01	CIH Level 5 Diploma in Housing (with L4 PP Skills unit)	6	£217

## Associated learner fees

Printed certificate fee	<b>£24</b>	An e-certificate is provided with the registration fee per learner. Should a learner require a printed certificate it is chargeable at £20 +VAT through the e-certificate portal.
Replacement certificate fee <sup>2</sup>	<b>£48</b>	Inclusive of 20% VAT. The charge payable to order a replacement certificate using the form provided.
Learner transfer fee	<b>£48</b>	Inclusive of 20% VAT. Fee chargeable when a learner transfers their registration to a different qualification. Fee for any additional units also be charged as appropriate.
Late registration fee	<b>£48</b>	Inclusive of 20% VAT. Fee chargeable when a centre does not register a learner to agreed timescales.

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<sup>2</sup> Replacement certificates may not be available to every learner depending on date the qualification was completed.