



# Becoming a Centre Handbook

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## Introduction

This handbook is aimed at Training Providers, Further Education Colleges, Higher Education providers, and any other organisations interested in delivering high-quality vocational training programs. It sets out the process you should follow when looking at becoming an approved centre for delivering qualifications, including the application process and ongoing requirements.

It is also for use by our staff to ensure they deal with all applications in a consistent manner.

## Who are Focus Awards?

Focus Awards are a regulated awarding organisation that is responsible for the design, quality assurance, and certificates of qualifications in England, Northern Ireland, and Wales. In England, qualifications are overseen by the Office of Qualifications and Examinations Regulation (Ofqual).

Ofqual ensures compliance with their conditions of recognition and benchmarks to maintain public confidence in qualifications issued. Regulated awarding organisations' significance not only lies in the role of the development of qualification but also in their accountability to uphold the integrity of qualification through monitoring and assessment processes.

In Northern Ireland, qualifications are overseen by the Council for the Curriculum, Examinations, and Assessment (CCEA), to ensure that national standards are met, and qualifications are fit for purpose. Qualification Wales are responsible for the regulation and accreditation of qualifications in Wales.

All regulators and awarding organisations play a crucial role in maintaining the integrity and quality of qualifications.

## What sets us apart from other Awarding Organisations?

We are personable, approachable, professional, and supportive. Our dedicated team is always available to provide guidance and support to both learners and educators throughout their qualification journey. With our commitment to excellence and customer service, we strive to ensure that every individual achieves their full potential and success. The personalised approach we offer sets us apart, making us a trusted and reliable partner in education and professional development.

Ideal for centres big and small alike, our flexible and tailored approach allows us to cater to the unique needs of each learner and institution. Whether you are a large educational institution or a small training centre, our team is here to help you every step of the way. We understand the importance of individualised support and guidance, which is why we go above and beyond to ensure that you receive the assistance you need to succeed. Partner with us and let us help you and your learners reach new heights of achievement.

We do everything in house; nothing is external to our team. This ensures that we maintain high quality standards and are able to provide personalised solutions to meet your specific requirements. Our experienced staff is dedicated to helping you navigate any challenges that may arise, and we are committed to your success. Together, we can create a customised plan that will empower your learners to excel and thrive in their educational journey. Partnering with us means having a reliable and dedicated team by your side, ready to support you in achieving your goals. Let us be your partner in education, and together we can make a difference in the lives of your learners.

Our technical team works tirelessly to ensure that all systems are tailored and unique to meet our needs and preferences.

We are committed to providing exceptional customer service and continuous improvement

## Our Mission

At Focus Awards, our mission is to provide affordable qualifications with a foundation built on honesty, integrity, and fairness, serving, and supporting training providers, colleges, and further education providers in the education industry, and ultimately benefiting learners around the world.

We believe in creating opportunities for individuals to enhance their skills and knowledge, ultimately leading to personal and professional growth. Our team is dedicated to ensuring that our qualifications meet the highest standards and are recognised for their quality and rigour. We strive to continuously improve and innovate our offerings to meet the evolving needs of the education sector and provide a valuable experience for approved centres and their learners. As a result, our organisation has seen significant growth in quality education, making us a leader in the industry.

Our commitment to excellence has been the driving force behind our success, as we continue to push boundaries and challenge the status quo in education. With a focus on continuous improvement and innovation, we aim to stay ahead of the curve and provide our approved centres and their learners with the best possible opportunities for success.

Our dedication to quality and rigour has earned us a reputation as a trusted awarding organisation in education and training, and we are proud to be at the forefront of shaping the future of learning.

Our team of passionate and experienced professionals is committed to supporting centres every step of the way, ensuring that they have the tools and resources they need to reach their learners full potential. We believe that every individual deserves access to high-quality education and training, regardless of their background or circumstances.

## Approval requirements

The application process is designed to be user-friendly and accessible to all. You may be wondering how you get started with setting up as a centre, but it's quite simple!

Becoming a centre with us is a straightforward and simple process. To get started, all you need to do is complete the application form and submit the following documents to our centre approval team:

- Staff certificates
- Copies of identification
- CPD (Continuing Professional Development) logs
- CVs of staff
- Relevant policies and procedures

If you have an EQA (External Quality Assurance) report from the past 12 months, please include this as it can significantly support your approval process.

Once we receive all the required documentation, we will carefully review everything. Centre approval typically takes up to 7 working days.

Please ensure you carefully read through our requirements and provide all the necessary documentation to avoid any delays. We look forward to working with you!

## Staff

To become approved by Focus Awards for the delivery of our qualifications, you will need to provide the following:

- Tutor: Certificates, CV , CPD Logs and Proof of ID
- Assessor: Certificates, CV , CPD Logs and Proof of ID
- Internal Quality Assurer (IQA): Certificates, CV , CPD Logs and Proof of ID

Each member of staff should hold certificates relating to the qualification in which they are involved in the delivery of.

Please see below our staff requirements:

### Requirements for Tutors

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as Levels 3, 4, or 5 in Education and Training, or a Certificate in Education. Focus Awards will consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

### Requirements for Assessors

Assessors will be required to hold or be working towards a relevant assessing qualification. This includes qualifications such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally-Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement



Focus Awards will; however, consider other relevant assessing qualifications upon submission. Assessors who only hold the Level 3 Award in Understanding the Principles and Processes of Assessment will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above.

Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor.

Assessors must also be able to show they are occupationally competent within the sector area

### Requirements for Internal Quality Assurers (IQA)

Internal Quality Assurers should hold or be working towards an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.

An example of an assessor requirements for the Level 3 Diploma in Combined Beauty Therapy Qualification are;

Regulated – Level 3 Beauty Therapy and Level 2 Beauty Therapy. With evidence that Continuous Professional Development has been maintained.

Assessing Qualification – this can be the *Level 3 Award in Assessing Competence in the Work Environment, Level 3 Award in Assessing Vocationally-Related Achievement or Level 3 Certificate in Assessing Vocational Achievement*.

Assessors who only hold the Level 3 Award in Understanding the Principles and Processes of Assessment will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above prior to being approved.

**Freelance Staff** – If you do not have a Tutor/ Assessor or IQA we do accept freelance staff. They usually hold relevant industry experience, competent in sector areas and hold the relevant regulated certificates.

To find freelance staff we suggest using google, social media platforms and Linked In. We are unable to give details of staff members.

When submitting your application please make sure to fill in the details of all staff members including freelance ones and include certificates/ CV/ CPD and ID.

Focus Awards may consider non-regulated certificates for evidence of competency however, this is not a guarantee and will be dependent on the specific qualification's requirements.

## Policies

You will need to provide copies of your centres policies and procedures. The policies which we require are:

- Equality and Diversity
- Malpractice and Maladministration
- Learner Appeals
- Complaints
- Staff Induction and CPD
- Learner registration and certification – including details of how you confirm the identity of learners
- Learner Induction
- Conflict of interest
- Internal Quality Assurance
- Any third-party agreements (if applicable)
- Data protection – Security and Confidentiality
- Plagiarism
- Whistleblowing
- Sanctions
- Safeguarding

If you don't have all of the above, we have created an exemplar which you can use as a guide.

This will be sent to you by our business development team at the beginning of your application.

Please be aware, that policies should be specific to your own centre therefore we advise against copy and pasting from the exemplar.

## Payment options

You choose how you pay for our services, whether it be pay as you go, or through our monthly instalment payment plans. We strive to make our services accessible to all, so that anyone who wishes to further their education can do so without financial barriers. Our flexible payment options reflect our commitment to ensuring that learning is available to everyone, and we are proud to support centres in reaching their goals.

### What is PAYG?

PAYG is exactly that, you pay as you go. Our payment terms are on receipt, therefore when you make a registration, you'll receive an invoice within 60 minutes. With the invoice you can pay by BACS or via our online card payment system\*. You can find an extensive list of each qualification and their registration fee at the end of the handbook.

\*Card payments are subject to a 1.5% charge.

### What are payment plans?

Payment plans are an option if you wish to pay by direct debit on a monthly basis. We have 4 plans available which splits the payments over 12 months. The payment plans are interest-free and significantly reduce the costs associated with registrations and not forgetting they have additional benefits. A breakdown of each payment plan can be found on the following page.

*The small print, that isn't 'small print'*

All fees exclude VAT. Our Price Plans are subject to a 12-month rolling contract, payable by monthly direct debit. Direct debit failure incurs a fee of £6 per failure. Your contract will automatically renew annually unless cancelled, to cancel your Price Plan at the end of the 12-month, notice must be given at month 9.

The registration and certificate allowance within each plan is intended to be used equally each month over a 12-month period. If your Centre is likely to exceed the quota allocated to 1 month of your Price Plan by more than 10%, please speak to our Business Development Team to discuss your requirements. Centres who exhaust their annual price plan allowance are required to pay the standard registration fees alongside their plan, until the set renewal date.

\*Certain qualifications are not included within our set payment plans, for high value qualifications multiple registrations are deducted from the annual allowance.

Platinum	Gold	Silver	Bronze	PAYG
<b>£4758 Monthly</b>	<b>£2499 Monthly</b>	<b>£1309 Monthly</b>	<b>£595 Monthly</b>	<b>£0</b>
Equivalent to <b>£28.54</b> per reg*	Equivalent to <b>£29.98</b> per reg*	Equivalent to <b>£31.41</b> per reg*	Equivalent to <b>£35.70</b> per reg*	Pay per reg
<b>Free</b> Approval	<b>Free</b> Approval	<b>Free</b> Approval	<b>Free</b> Approval	<b>£260</b> Approval fee
2000 registration per year	1000 registration per year	500 registration per year	200 registration per year	No limit
E-Certificates & Printed Certificates	E-Certificates & Printed Certificates	E – Certificates as Standard	E – Certificates as Standard	E – Certificates as Standard
3 <b>Free</b> EQA/ Support visits per year	2 <b>Free</b> EQA/ Support visit per year	1 <b>Free</b> EQA/ Support visit per year	1 <b>Free</b> EQA/ Support visit per year	EQA/ Support visit up to £260* per visit
<b>Free</b> VLE	<b>Free</b> VLE	<b>50% Discount</b> on VLE and Resources	<b>25% Discount</b> on VLE and Resources	Resources – From £3.50
Development of a Custom Nationally Recognised Qualification	Your logo on certificates			
Your logo on certificates				

\*Price starts at £150 ex. Vat. Price varies dependent on size of centre, nature of visit.

## Focus Awards Policies and Procedures

We recommend reviewing all of Focus Awards policies and procedures prior to applying to become an approved Centre. Within your application form you will be asked to confirm that you have read and understand our policies.

You can find a copy of these here: <https://focusawards.org.uk/policies-and-procedures/>

## FQP Provision

### What is an FQP?

Bespoke Qualifications are uniquely designed and tailored for your organisation. If you have training needs with measurable learning outcomes and assessment criteria, but they don't fit into the regulated qualification framework, then you can design and create them in-house through your own specialist knowledge and expertise. We can help with the process if you need it (hint: we develop qualifications every day!), and we'll validate them for you in accordance with our quality criteria. Your organisation decides on content and makes the judgement call on levels of achievement – after all, you're the subject matter experts. Better still, you retain all ownership and intellectual property rights; they're YOUR qualifications.

On successful completion of an FQP endorsed non-regulated qualification, learners are awarded a Certificate of Achievement that evidences and demonstrates the new skills, knowledge, and competence your learners have achieved by training with you. It helps them gain a sense of achievement and reassures them their hard work is worthwhile and valued.

### Focus on Quality Provision Policies and procedures

- [FQP Provision Withdrawal Policy](#)
- [FQP Provision Marketing requirements](#)
- [FQP Provision Quality Requirements](#)
- [FQP Provision Malpractice & Maladministration Policy](#)
- [FQP Provision Equality and Diversity policy](#)
- [FQP Provision Complaints Policy](#)
- [FQP Provision Customer Service Statement](#)

FQP registration and certification fees are charged at £13.20 regardless of the subject area or level, FQP Certificates are only issued as E-certificates, we don't provide hardcopies for these.

## Certification

When you become an approved centre, E-certificates will automatically be applied to your account. We don't charge for E-certificates, we're trying to do our bit for the planet, but this doesn't mean that your centre can't receive hard copies.

If you want to receive hard copy certificates, speak with our support team regarding this. There is a small surcharge to produce these, 1-9 certificates are £1 each. If you wish to order them in bulk and more than 10 at a time, they're reduced to 70p each.

## Registration

It's important that you ensure registrations are accurate, for each learner enrolling with you, you will need to ensure that their ID matches the details they have provided to you. Learners should only be registered by the name included on their ID, we recommend checking multiple times before pressing the submit button to avoid charges for edits/replacements later.



## Transferring learners, expiry, and withdrawals

It is the Centre's responsibility to ensure that learners are registered on their qualifications with Focus Awards in the timeframe stipulated within the registration and certification policy, and that the required registration fee is paid. Where learners have paid both course and registration fees in full and then subsequently been withdrawn, Focus Awards will not credit the account of the Centre.

A credit note will only be issued to a Centre's account if learners fail to pay fees in full or there is evidence that the learner has been refunded. Similarly, if a learner transfers to a new qualification, the fee paid will be used towards the new qualification, with the Centre either being credited for the difference (if the registration fee is lower) or paying the difference between the two fees (if higher) – again, providing these occur within the same year refunds are not available.

Transferring registrations from another Centre is not something which is available and standard registration fees will apply.

Registrations on qualifications that have under 500 GLH will expire after 2 years of registration. Those which are on a qualification with more than 500 GLH will expire at 3 years.

## Centre Renewal

Centre renewal is subject to your Centre's continued activity. There is a minimum spend of £1000 annually. Centres who do not meet the annual minimum spend will be required to pay a renewal fee of £260. Centres who are inactive for 12 months will automatically be archived and required to renew their approval should they wish to remain approved.

## Invoicing Approach

Focus Awards will automatically invoice your Centre within one hour of learner registrations, and within one week of confirming your order for all other resources unless alternative arrangements have been agreed. The invoice will be sent to the main email address we hold on file for your Centre 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
- the VAT amount (unless you have informed us that you are VAT exempt)
- our payment terms

All invoice payments are due on receipt.

On receipt of payment, we will update our records to show 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 Centre. A payment reminder will be sent to you after 3 days, and if the balance outstanding remains unpaid after 7 days, access to your account may be suspended. Non-compliance with our payment policy is highlighted to our EQAs as part of our Centre monitoring arrangements.

If you have any queries about any aspect of an invoice, please contact us.

In accordance with HMRC guidelines, we keep records of all invoices issued and received. An auditable trail of transactions can be provided to your Centre or other relevant parties if necessary.

## International Centres

International Centres are subject to the same standards and requirements of those located within the UK.

*International Centre's are any centre which is based outside of England, Ireland, Northern Ireland, Scotland, and Wales.*

### International fees

- Centre approval fee: £1500 including 1-day EQA minus expenses.
- Centre Renewal fee: £750 with spends less than £1500.
- EQA Visits: Starting at £260 per day to include travel time, International Centres are liable for all fees associated with EQA activities including travel expenses.
- Postage cost will be invoiced to centre at cost price.

Courses delivered internationally:

Sports, Leisure, and Recreation
Focus Awards Level 1 Award in Nutrition for Sporting Performance (RQF)
Focus Awards Level 1 Award in Alcohol Awareness (RQF)
Focus Awards Level 1 Award in Coaching Weightlifting (RQF)
Focus Awards Level 1 Award in Assistant Gym Instructor (RQF)
Focus Awards Level 2 Award in Delivering Padwork Sessions (RQF)
Focus Awards Level 2 Award in Coaching Strength Training (RQF)
Focus Awards Level 2 Award In Employment Rights And Responsibilities (RQF)
Focus Awards Level 2 Award in Employment Awareness in Active Leisure and Learning (RQF)
Focus Awards Level 2 Award in the Principles of Coaching Sport (RQF)
Focus Awards Level 2 Award in Instructing Studio Cycling (RQF)
Focus Awards Level 2 Award in Weightlifting (RQF)
Focus Awards Level 2 Award in Instructing Weight Training (RQF)
Focus Awards Level 2 Award in Teaching Olympic Weightlifting in Schools (RQF)
Focus Awards Level 2 Award in Delivering Circuit Sessions (RQF)
Focus Awards Level 2 Award in Delivering Suspension Training sessions (RQF)
Focus Awards Level 2 Award in Instructing Kettlebell Exercises (RQF)
Focus Awards Level 2 Award in Delivering Physical Activity and Sport to Children and Young People (RQF)
Focus Awards Level 2 NVQ Certificate In Activity Leadership (RQF)
Focus Awards Level 2 NVQ Certificate In Active Leisure, Learning and Well-Being Operational Services (RQF)
Focus Awards Level 2 Certificate in Leisure Operations (RQF)
Focus Awards Level 2 Certificate in Fitness Instructing (RQF)
Focus Awards Level 2 NVQ Certificate in Spectator Safety (RQF)
Focus Awards Level 2 Certificate in Supporting Learning in Physical Education and School Sport (RQF)
Focus Awards Level 2 Certificate in Coaching Strength and Conditioning for Sport (RQF)
Focus Awards Level 2 Certificate in Fitness Instructing (Exercise to Music) (RQF)

Focus Awards Level 2 Certificate in Fitness Instructing (Exercise and Physical Activity for Children) (RQF)
Focus Awards Level 2 Certificate in Instructing Fitness (Water-Based Exercise) (RQF)
Focus Awards Level 2 Certificate in Group Training Sessions (RQF)
Focus Awards Level 2 Certificate in Planning and Delivering Exercise to Music (RQF)
Focus Awards Level 2 Certificate in Fitness Instructing (Fitness Pilates) (RQF)
Focus Awards Level 2 Certificate in Coaching Weightlifting (RQF)
Focus Awards Level 2 Certificate in Planning and Delivering Gym Based Exercise (RQF)
Focus Awards Level 2 Certificate in Fitness Instructing (Freestyle Fitness Yoga) (RQF)
Focus Awards Level 2 NVQ Diploma in Instructing Exercise and Fitness (RQF)
Focus Awards Level 3 Award In Nutrition for Physical Activity (RQF)
Focus Awards Level 3 Award in Employment Awareness In Active Leisure and Learning (RQF)
Focus Awards Level 3 Award in Instructing Sports Specific Conditioning (RQF)
Focus Awards Level 3 Award in the Foundations of Yoga (RQF)
Focus Awards Level 3 Award in Developing Pre and Post-Natal Exercise Sessions (RQF)
Focus Awards Level 3 Award in Developing Exercise Sessions for Older Adults (RQF)
Focus Awards Level 3 Award in Delivering Online Personal Training (RQF)
Focus Awards Level 3 Award in Planning and Delivering Exercise for Older Adults (RQF)
Focus Awards Level 3 Certificate in Leisure Management (RQF)
Focus Awards Level 3 Certificate in Sports Development (RQF)
Focus Awards Level 3 Certificate in Teaching Yoga to Children Aged 5-16 (RQF)
Focus Awards Level 3 Certificate in Instructing Weight Training (RQF)
Focus Awards Level 3 Certificate in Instructing Weight Training (RQF)
Focus Awards Level 3 Certificate in Planning and Delivering Personal Training (RQF)
Focus Awards Level 3 Certificate in Coaching Strength and Power (RQF)
Focus Awards Level 3 Diploma In Personal Training (RQF)
Focus Awards Level 3 Diploma in Leisure Management (RQF)
Focus Awards Level 3 Diploma in Sports Development (RQF)
Focus Awards Level 3 Diploma in Exercise Referral (RQF)
Focus Awards Level 3 Diploma Master in Gym Instructing and Personal Training (RQF)
Focus Awards Level 3 Diploma Specialist in Gym Instructing and Personal Training (RQF)
Focus Awards Level 3 Diploma Specialist in Personal Training (RQF)
Focus Awards Level 3 Diploma Master Personal Training (RQF)
Focus Awards Level 3 Diploma in Delivering Pilates Sessions (RQF)
Focus Awards Level 3 Diploma Practitioner in Personal Training (RQF)
Focus Awards Level 3 Diploma in Teaching Yoga Sessions (RQF)
Focus Awards Level 3 Extended Diploma for Personal Training Practitioners (RQF)
Focus Awards Level 4 Certificate in Strength and Conditioning (RQF)
Focus Awards Level 4 Certificate in Delivering Physical Activity for Individuals with Mental Health Conditions (RQF)
Focus Awards Level 4 Certificate in Massage Therapy for Sports (RQF)
Focus Awards Level 4 Certificate in Exercise for Managing Lower Back Pain (RQF)

Focus Awards Level 4 Certificate in Developing Physical Activity and Weight Management Strategies for Obese Clients (RQF)
Focus Awards Level 4 Certificate in Developing Physical Activity and Weight Management Strategies for Diabetic Clients (RQF)
Focus Awards Level 4 Certificate for Advanced Personal Trainers (RQF)
Focus Awards Level 4 Certificate in Nutrition for Weight Management and Athletic Performance (RQF)
Focus Awards Level 4 Certificate in Delivering Exercise Sessions to Clients With Low Back Pain (RQF)
Focus Awards Level 4 Certificate in Delivering Exercise Sessions to Diabetic Clients (RQF)
Focus Awards Level 4 Certificate in Developing Exercise Sessions for Obese Clients (RQF)
Focus Awards Level 4 Diploma In Teaching Yoga (RQF)
Focus Awards Level 4 Diploma in Massage Therapy for Sports (RQF)
Focus Awards Level 4 Diploma Master Practitioner in Personal Training (RQF)
Focus Awards Level 5 Diploma in Massage Therapy for Sports (RQF)
<b>Service Enterprise</b>
Focus Awards Level 1 Certificate in an Introduction to the Hair and Beauty Sector (RQF)
Focus Awards Level 1 Diploma in an Introduction to the Hair and Beauty Sector (RQF)
Focus Awards Level 2 Award in Skin Care and Facial Treatments (RQF)
Focus Awards Level 2 Award in the Art of Dressing Hair and Photographic Make-up (RQF)
Focus Awards Level 2 Award in Perming Eyelashes (RQF)
Focus Awards Level 2 Award In Nail Art (RQF)
Focus Awards Level 2 Award in Skin Tanning Techniques (RQF)
Focus Awards Level 2 Certificate in Providing Manicure Treatments and Make-up Application (RQF)
Focus Awards Level 2 Certificate in the Application of Cosmetic Make-up (RQF)
Focus Awards Level 2 Certificate in Nail Treatments (RQF)
Focus Awards Level 2 Certificate in Nail Technology (RQF)
Focus Awards Level 2 Diploma In Women's Hairdressing (RQF)
Focus Awards Level 2 Diploma in Providing Men's Hair Services (RQF)
Focus Awards Level 2 Diploma in Beauty Therapy (RQF)
Focus Awards Level 3 Award in Self-Tanning Treatments (RQF)
Focus Awards Level 3 Award in Applying Airbrush Make-up (RQF)
Focus Awards Level 3 Award in Intimate Waxing for Male Clients (RQF)
Focus Awards Level 3 Award in Liquid and Powder Nail Enhancements (RQF)
Focus Awards Level 3 Award in Intimate Waxing for Female Clients (RQF)
Focus Awards Level 3 Award in Providing Indian Head Massage (RQF)
Focus Awards Level 3 Award in Understanding Human Anatomy and Physiology (RQF)
Focus Awards Level 3 Award In Lash Extensions (RQF)
Focus Awards Level 3 Award in UV Gel Nail Enhancements (RQF)
Focus Awards Level 3 Certificate in Providing Facial Electrotherapy Treatments (RQF)
Focus Awards Level 3 Certificate in Fashion and Photographic Make-Up (RQF)
Focus Awards Level 3 Certificate in Stone Massage Therapy Treatments (RQF)
Focus Awards Level 3 Certificate in Designing Body and Face Art (RQF)
Focus Awards Level 3 Certificate for Foot Health Care Practitioners (RQF)
Focus Awards Level 3 Diploma in Make-Up Artistry (RQF)

Focus Awards Level 3 Diploma in Beauty Therapy (RQF)
Focus Awards Level 3 Diploma in Nail Technology (RQF)
Focus Awards Level 3 NVQ Diploma in Nail Services (RQF)
Focus Awards Level 3 Diploma in Massage Therapy (RQF)
Focus Awards Level 3 Diploma in Bridal Hair and Make-up (RQF)
Focus Awards Level 3 Diploma in Combined Beauty Therapy Skills (RQF)
Focus Awards Level 3 Diploma in Combined Nail Technology Skills (RQF)
Focus Awards Level 4 Award in Facial Anatomy and Physiology (RQF)
Focus Awards Level 4 Award in Investigative Consultation and Advanced Skin Assessment (RQF)
Focus Awards Level 4 Certificate in Enhancing Eyebrows with Microblading Techniques (RQF)
Focus Awards Level 4 Certificate in Dermaplaning Treatments (RQF)
Focus Awards Level 4 Certificate in Thermolysis and Cryotherapy for Blemish Removal Treatments (RQF)
Focus Awards Level 4 Certificate in Aesthetic Practice Core Knowledge and Advanced Skin Science (RQF)
Focus Awards Level 4 Certificate in Chemical Skin Peeling Treatments (RQF)
Focus Awards Level 4 Certificate in Skin Needling Treatments (RQF)
Focus Awards Level 4 Certificate in Micropigmentation (RQF)
Focus Awards Level 4 Certificate in Laser and Intense Pulsed Light (IPL) Treatments (RQF)
Focus Awards Level 4 Diploma in Advance Skin Science and Clinical Aesthetic Procedures (RQF)

<b>Teaching and Lecturing</b>
Focus Awards Level 3 Award in Understanding the Principles and Practices of Assessment (RQF)
Focus Awards Level 3 Award in Assessing Competence in the Work Environment (RQF)
Focus Awards Level 3 Award in Assessing Vocationally Related Achievement (RQF)
Focus Awards Level 3 Award in Education and Training (RQF)
Focus Awards Level 3 Award in Mathematics for Numeracy Teaching (RQF)
Focus Awards Level 3 Award In English for Literacy and Language Teaching (RQF)
Focus Awards Level 3 Certificate in Assessing Vocational Achievement (RQF)
Focus Awards Level 3 Certificate in Supporting Teaching and Learning in Schools (RQF)
Focus Awards Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices (RQF)
Focus Awards Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practices (RQF)
Focus Awards Level 4 Award in the External Quality Assurance of Assessment Processes and Practices (RQF)
Focus Awards Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice (RQF)
Focus Awards Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice (RQF)
Focus Awards Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices (RQF)
Focus Awards Level 5 Certificate in Teaching English as a Foreign Language (RQF)
<b>Direct Learning</b>
Focus Awards Level 1 Award in Employability Skills (RQF)

Focus Awards Level 1 Award in Workskills (RQF)
Focus Awards Level 2 Award in Employability Skills (RQF)
Focus Awards Level 4 NVQ Diploma in Advice and Guidance (RQF)

<b>Administration</b>
Focus Awards Entry Level Certificate for Introduction to Customer Service (Entry 3) (RQF)
Focus Awards Level 1 Award In Customer Service (RQF)
Focus Awards Level 1 Certificate in Customer Service (RQF)
Focus Awards Level 2 NVQ Diploma in Business Improvement Techniques (RQF)
Focus Awards Level 2 Certificate In Customer Service (RQF)
Focus Awards Level 2 Certificate In Customer Service (RQF)
Focus Awards Level 2 NVQ Certificate in Customer Service (RQF)
Focus Awards Level 2 NVQ Diploma in Business Improvement Techniques (RQF)
Focus Awards Level 2 Diploma In Customer Service (RQF)
Focus Awards Level 2 Diploma in Business Administration (RQF)
Focus Awards Level 3 Certificate in the Principles of Business and Administration (RQF)
Focus Awards Level 3 Diploma in Customer Service (RQF)
Focus Awards Level 3 Diploma in Business Administration (RQF)
Focus Awards Level 4 NVQ Diploma in Customer Service (RQF)
Focus Awards Level 4 NVQ Diploma in Business Administration (RQF)
<b>Business Management</b>
Focus Awards Level 5 Diploma in Management and Leadership (RQF)



## Investigation Fees

In both suspected and proven cases of malpractice and/or maladministration by a Centre, Focus Awards reserves the right to charge the Centre for fees incurred during the investigation period.

The costs of reissuing of certificates and/or additional quality assurance activities/Centre monitoring visits will be the current Focus Awards prices for such activities at the time of the investigation.

## Resources

We have a range of resources available for centers including Unit Workbooks (UWB), Qualification Workbooks (WB), Logbooks (LB), Assessment Packs (AP), Combined Manuals and Workbooks (CMW) and Manuals (MAN). Please be aware that the list of resources provided is only an example of what we have available, these are subject to change.

Upon approval you will have access to our Qualitas shop, this has regular live updates of resources that are available. Please be aware that all our resources except for Logbooks are hardcopy and are posted out to the centers postal address.

It's not a requirement that your centre use our Workbooks and Manuals however, there is a requirement that logbooks are used where available.

If you have any queries relating to the resources we offer, please contact Centre Support.  
[Info@focusawards.org.uk](mailto:Info@focusawards.org.uk).

## Virtual Learning Environment (VLE)

To support your learners as they study, our talented publishing team have developed this system to make yours and your learners' lives simpler and hassle-free, we have incorporated resources into the newly developed and innovative Focus Awards VLE (branded and known as "iLearnItEasy"). This bespoke online learning delivery system leaves 'off-the-shelf' programs such as Moodle and Blackboard Learn behind in so many ways.

<https://focusawards.org.uk/virtual-learning-environment/>

<https://ilearniteasy.com/>

The primary focus of iLearnItEasy is to provide centres with a student management system that allows you to do the following;

- **Manage** your learners and their learning journey
- **Monitor** your learner's progress keeping a detailed history of assignments and feedback.
- **Collaborate** – Add resources for different courses, handy useful tips for learners and share announcements.
- **Communicate** – Automatic emails can be set up to remind learners of assignments due, enrolment fees, students can message course tutors directly and tutors can feedback to learners.
- **Customise** – you have full control over the management of your VLE. Username and passwords are made for each user enabling you to temporarily restrict or permanently remove users
- **Qualitas Integration** – Admin operations are now picked up by Qualitas when entered onto the VLE – Saving you time on inputting details twice.
- If learners are registered on the VLE they are automatically registered on Qualitas.
- When you assign assessors/ IQA to qualifications on the VLE it is transmitted to Qualitas.
- When learners are marked as completed on the VLE, it generates an automatic request for sampling/ certification.
- If you withdraw (delete) a learner on the VLE, Qualitas automatically withdraws them too and where applicable, issues a credit.

## Fees

### Standard Fees

Below is a list of all Focus Awards' standard fees, all fees exclude VAT.

Centre Application	£260 (UK) £1500 (International)
Replacement Certificates	£25 per replacement
Registration Edits	£20 per amendment
EQA visits	£150 Half Day + Expenses (UK) £250 Full Day + Expenses (UK) £260 per day + Travel + Expenses (International)
FQP Registration	£13.20
Hard Copy Certificates	£1 – 1-9 Hard Copies 0.70p 10 + Hard Copies
Centre Renewal	£260 where spends are less than £1000 per year (UK) £750 where spends are less than £1500 per year (International)
Postage & Packaging of Certificates	No fee for standard postage (UK) Signed for and Special Delivery are charged at the standard packaging rates at the time of dispatch (UK) The standard packaging rates at the time of dispatch (International)
Direct Debit Failure	£6 per failure
Bronze Payment Plan	£595 per month
Silver Payment Plan	£1309 per month
Gold Payment Plan	£2499 per month
Platinum	£4758 per month
PAYG	Pay per registration of learner (See PAYG Registration fees, fees differ dependant on qualification.)
Resources	Starting at £3.50

## Pay As You Go Registration Fees

We have collated a list of registration fees. All fees are accurate at the time this document was created. Focus Awards reserve the right to increase fees in line with the centre agreement.

**\*All fees exclude VAT\***

Sports, Leisure, and Recreation	
Level 1 Award	
Focus Awards Level 1 Award In Alcohol Awareness (RQF)	£27.50
Focus Awards Level 1 Award In Assistant Gym Instructor (RQF)	£17.60
Focus Awards Level 1 Award In Coaching Weight Lifting (RQF)	£17.60
Focus Awards Level 1 Award In Nutrition For Sporting Performance (RQF)	£27.50
Level 2 Award	
Focus Awards Level 2 Award In Applying Myofascial Cupping (RQF)	£31.90
Focus Awards Level 2 Award In Coaching Functional Fitness (RQF)	£20.90
Focus Awards Level 2 Award In Coaching Strength Training (RQF)	£31.90
Focus Awards Level 2 Award In Delivering Circuit Sessions (RQF)	£20.90
Focus Awards Level 2 Award In Delivering Padwork Sessions (RQF)	£31.90
Focus Awards Level 2 Award In Delivering Physical Activity And Sport To Children And Young People (RQF)	£20.90
Focus Awards Level 2 Award In Delivering Suspension Training Sessions (RQF)	£20.90
Focus Awards Level 2 Award In Employment Awareness In Active Leisure And Learning (RQF)	£20.00
Focus Awards Level 2 Award In Employment Rights And Responsibilities (RQF)	£20.00
Focus Awards Level 2 Award In Instructing Kettlebell Exercises (RQF)	£20.00
Focus Awards Level 2 Award In Instructing Studio Cycling (RQF)	£20.90
Focus Awards Level 2 Award In Instructing Weight Training (RQF)	£34.10
Focus Awards Level 2 Award In Teaching Olympic Weightlifting In Schools (RQF)	£28.60
Focus Awards Level 2 Award In The Principles Of Coaching Sport (RQF)	£42.90
Focus Awards Level 2 Award In Weight lifting (RQF)	£42.90
Level 2 Certificate	
Focus Awards Level 2 Certificate In Coaching Strength And Conditioning For Sport (RQF)	£42.90
Focus Awards Level 2 Certificate In Coaching Weight Lifting (RQF)	£42.90
Focus Awards Level 2 Certificate In Fitness Instructing (Exercise And Physical Activity For Children) (RQF)	£53.90
Focus Awards Level 2 Certificate In Fitness Instructing (Exercise To Music) (RQF)	£53.90
Focus Awards Level 2 Certificate In Fitness Instructing (Fitness Pilates) (RQF)	£53.90
Focus Awards Level 2 Certificate In Fitness Instructing (Freestyle Fitness Yoga) (RQF)	£53.90
Focus Awards Level 2 Certificate In Fitness Instructing (RQF)	£53.90
Focus Awards Level 2 Certificate In Fitness Instructing (Water-Based Exercise) (RQF)	£53.90
Focus Awards Level 2 Certificate In Group Training Sessions (RQF)	£50.00
Focus Awards Level 2 Certificate In Leisure Operations (RQF)	£53.90
Focus Awards Level 2 Certificate In Planning And Delivering Exercise To Music (RQF)	£53.90
Focus Awards Level 2 Certificate In Planning And Delivering Gym Based Exercise (RQF)	£50.00

Focus Awards Level 2 Certificate In Supporting Learning In Physical Education And School Sport (RQF)	£53.90
Focus Awards Level 2 NVQ Certificate In Active Leisure, Learning And Well-Being Operational Services (RQF)	£20.90
Focus Awards Level 2 NVQ Certificate In Activity Leadership (RQF)	£50.00
Focus Awards Level 2 Certificate In Spectator Safety (RQF)	£50.00
Focus Awards Level 2 NVQ Certificate In Spectator Safety (RQF)	£40.00
Level 2 Diploma	
Focus Awards Level 2 NVQ Diploma In Instructing Exercise And Fitness (RQF)	£41.67
Level 3 Award	
Focus Awards Level 3 Award In Delivering Online Personal Training (RQF)	£42.90
Focus Awards Level 3 Award In Developing Exercise Sessions For Older Adults (RQF)	£31.90
Focus Awards Level 3 Award In Developing Pre And Post-Natal Exercise Sessions (RQF)	£29.00
Focus Awards Level 3 Award In Employment Awareness In Active Leisure And Learning (RQF)	£31.90
Focus Awards Level 3 Award In Instructing Sports Specific Conditioning (RQF)	£10.89
Focus Awards Level 3 Award in Modifying Physical Activity for Adolescents (RQF)	£31.90
Focus Awards Level 3 Award In Nutrition For Physical Activity (RQF)	£29.00
Focus Awards Level 3 Award In Planning And Delivering Exercise For Older Adults (RQF)	£29.00
Focus Awards Level 3 Award In The Foundations Of Yoga (RQF)	£31.90
Focus Awards Level 3 Award in Understanding Women's Health and the Menopause (RQF)	£25.42
Level 3 Certificate	
Focus Awards Level 3 Certificate for British Weight Lifting Coaching Strength and Power	£42.90
Focus Awards Level 3 Certificate In Coaching Strength And Power (RQF)	£42.90
Focus Awards Level 3 Certificate In Instructing Weight Training (RQF)	£53.90
Focus Awards Level 3 Certificate In Leisure Management (RQF)	£37.50
Focus Awards Level 3 Certificate In Planning And Delivering Personal Training (RQF)	£75.90
Focus Awards Level 3 Certificate In Sports Development (RQF)	£53.90
Focus Awards Level 3 Certificate In Supporting The Delivery Of Physical Education And School Sport (RQF)	£64.90
Focus Awards Level 3 Certificate In Teaching Yoga To Children Aged 5-16 (RQF)	£53.90
Level 3 Diploma	
Focus Awards Level 3 Diploma in Coaching Weight Lifting (Extended)	£64.90
Focus Awards Level 3 Diploma In Coaching Weightlifting (RQF)	£64.90
Focus Awards Level 3 Diploma In Delivering Pilates Sessions (RQF)	£58.50
Focus Awards Level 3 Diploma In Exercise Referral (RQF)	£58.50
Focus Awards Level 3 Diploma in Leisure Management	£58.50
Focus Awards Level 3 Diploma In Personal Training (RQF)	£57.20
Focus Awards Level 3 Diploma In Sports Development (RQF)	£57.20
Focus Awards Level 3 Diploma In Sports Massage Therapy (RQF)	£54.17
Focus Awards Level 3 Diploma In Teaching Yoga Sessions (RQF)	£54.17
Focus Awards Level 3 Diploma Master In Gym Instructing And Personal Training (RQF)	£160.00
Focus Awards Level 3 Diploma Master Personal Training (RQF)	£144.00
Focus Awards Level 3 Diploma Practitioner In Personal Training (RQF)	£97.90

Focus Awards Level 3 Diploma Specialist In Gym Instructing And Personal Training (RQF)	£128.00
Focus Awards Level 3 Diploma Specialist In Personal Training (RQF)	£112.00
Focus Awards Level 3 Extended Diploma For Personal Training Practitioners (RQF)	£75.90
Focus Awards Level 3 NVQ Diploma In Supporting The Delivery Of Physical Education And School Sport (RQF)	£57.20
<b>Level 4 Certificate</b>	
Focus Awards Level 4 Certificate For Advanced Personal Trainers (RQF)	£57.20
Focus Awards Level 4 Certificate In Delivering Exercise Sessions To Clients With Low Back Pain (RQF)	£50.00
Focus Awards Level 4 Certificate In Delivering Exercise Sessions To Diabetic Clients (RQF)	£50.00
Focus Awards Level 4 Certificate In Developing Exercise Sessions For Obese Clients (RQF)	£50.00
Focus Awards Level 4 Certificate In Developing Physical Activity And Weight Management Strategies For Diabetic Clients (RQF)	£50.00
Focus Awards Level 4 Certificate In Developing Physical Activity And Weight Management Strategies For Obese Clients (RQF)	£50.00
Focus Awards Level 4 Certificate In Exercise For Managing Lower Back Pain (RQF)	£50.00
Focus Awards Level 4 Certificate In Massage Therapy For Sports (RQF)	£54.17
Focus Awards Level 4 Certificate In Nutrition For Weight Management And Athletic Performance (RQF)	£67.50
Focus Awards Level 4 Certificate In Strength And Conditioning (RQF)	£57.20
Focus Awards Level 4 Certificate In Delivering Physical Activity for Individuals with Mental Health Conditions	£50.00
<b>Level 4 Diploma</b>	
Focus Awards Level 4 Diploma For British Weight Lifting Coaching Strength And Conditioning (RQF)	£45.10
Focus Awards Level 4 Diploma In Massage Therapy For Sports (RQF)	£66.00
Focus Awards Level 4 Diploma In Teaching Yoga (RQF)	£66.00
Focus Awards Level 4 Diploma in Strength and Conditioning (RQF)	£91.00
Focus Awards Level 4 Diploma Master In Gym Instructing And Personal Training (RQF)	£195.00
Focus Awards Level 4 Diploma Master Personal Training (RQF)	£190.00
Focus Awards Level 4 Diploma Master Practitioner In Personal Training (RQF)	£195.00
<b>Level 5 Diploma</b>	
Focus Awards Level 5 Diploma In Massage Therapy For Sports (RQF)	£97.90
<b>Welsh Provision</b>	
Tystysgrif Lefel 2 Focus Awards Mewn Cynllunio A Darparu Ymarfer Corff Mewn Campfa (RQF)	£50.00
Tystysgrif Lefel 2 Focus Awards Mewn Hyfforddi Ffitrwydd (RQF)	£49.00
Tystysgrif NVQ Lefel 2 Focus Awards Mewn Arweinyddiaeth Gweithgarwch (RQF)	£50.00
Diploma Lefel 3 Focus Awards Mewn Hyfforddiant Personol (RQF)	£57.20
Diploma NVQ Lefel 2 Focus Awards Mewn Hyfforddi Ymarfer Corff A Ffitrwydd (RQF)	£41.67
Dyfarniad Lefel 2 Focus Awards Mewn Ymwbyddiaeth O Gyflogaeth Mewn Hamdden Egniol A Dysgu (RQF)	£20.00
Dyfarniad Lefel 3 Focus Awards Mewn Ymwbyddiaeth O Gyflogaeth Mewn Hamdden Egniol A Dysgu (RQF)	£31.90

Service Enterprise	
Level 1 Certificate	
Focus Awards Level 1 Certificate In An Introduction To The Hair And Beauty Sector (RQF)	£53.90
Level 1 Diploma	
Focus Awards Level 1 Diploma In An Introduction To The Hair And Beauty Sector (RQF)	£86.90
Level 2 Award	
Focus Awards Level 2 Award In Gel Polish Treatments (RQF)	£49.50
Focus Awards Level 2 Award In Nail Art (RQF)	£34.10
Focus Awards Level 2 Award In Perming Eyelashes (RQF)	£28.60
Focus Awards Level 2 Award In Skin Care And Facial Treatments (RQF)	£34.10
Focus Awards Level 2 Award In The Art Of Dressing Hair And Photographic Make-Up (RQF)	£42.90
Focus Awards Level 2 Award In the Prevention of Contact Dermatitis (RQF)	£22.50
Level 2 Certificate	
Focus Awards Level 2 Certificate In Nail Technology (RQF)	£53.90
Focus Awards Level 2 Certificate In Nail Treatments (RQF)	£53.90
Focus Awards Level 2 Certificate In Providing Manicure Treatments And Make-Up Application (RQF)	£42.90
Focus Awards Level 2 Certificate In The Application Of Cosmetic Make-Up (RQF)	£64.90
Level 2 Diploma	
Focus Awards Level 2 Diploma For Hair Professionals (Hairdressing) (RQF)	£45.10
Focus Awards Level 2 Diploma for Hair Professionals (Barbering)	£64.90
Focus Awards Level 2 Diploma In Beauty Therapy (RQF)	£75.90
Focus Awards Level 2 Diploma In Providing Men's Hair Services (RQF)	£64.90
Focus Awards Level 2 Diploma In Women's Hairdressing (RQF)	£64.90
Level 3 Award	
Focus Awards Level 3 Award In Applying Airbrush Make-Up (RQF)	£42.90
Focus Awards Level 3 Award In Intimate Waxing For Female Clients (RQF)	£42.90
Focus Awards Level 3 Award In Intimate Waxing For Male Clients (RQF)	£42.90
Focus Awards Level 3 Award In Lash Extensions (RQF)	£42.90
Focus Awards Level 3 Award In Liquid And Powder Nail Enhancements (RQF)	£42.90
Focus Awards Level 3 Award In Providing Indian Head Massage (RQF)	£42.90
Focus Awards Level 3 Award In Self-Tanning Treatments (RQF)	£42.90
Focus Awards Level 3 Award In UV Gel Nail Enhancements (RQF)	£42.90
Level 3 Certificate	
Focus Awards Level 3 Certificate In Designing Body And Face Art (RQF)	£42.90
Focus Awards Level 3 Certificate In Entry To Aesthetic Therapies (RQF)	£92.00
Focus Awards Level 3 Certificate In Fashion And Photographic Make Up (RQF)	£53.90
Focus Awards Level 3 Certificate for Foot Health Care Practitioners (RQF)	£66.00
Focus Awards Level 3 Certificate In Providing Facial Electrotherapy Treatments (RQF)	£49.60
Focus Awards Level 3 Certificate In Stone Massage Therapy Treatments (RQF)	£49.60
Level 3 Diploma	
Focus Awards Level 3 Diploma In Beauty Therapy (RQF)	£79.00



Focus Awards Level 3 Diploma In Body Piercing (RQF)	£57.20
Focus Awards Level 3 Diploma In Bridal Hair And Make-Up (RQF)	£64.90
Focus Awards Level 3 Diploma In Hairdressing (RQF)	£94.50
Focus Awards Level 3 Diploma In Combined Beauty Therapy Skills (RQF)	£89.00
Focus Awards Level 3 Diploma In Combined Nail Technology Skills (RQF)	£97.90
Focus Awards Level 3 Diploma In Make-Up Artistry (RQF)	£75.90
Focus Awards Level 3 Diploma In Massage Therapy (RQF)	£69.00
Focus Awards Level 3 Diploma In Nail Technology (RQF)	£75.90
Focus Awards Level 3 Diploma In Permanent Tattooing(RQF)	£75.90
Focus Awards Level 3 NVQ Diploma In Nail Services (RQF)	£57.20
Focus Awards Level 3 Diploma In Reflexology (RQF)	£75.00
<b>Level 4 Award</b>	
Focus Awards Level 4 Award In Facial Anatomy And Physiology (RQF)	£53.90
Focus Awards Level 4 Award In Investigative Consultation And Advanced Skin Assessment (RQF)	£53.90
Focus Awards Level 4 Certificate In Aesthetic Practice Core Knowledge And Advanced Skin Science (RQF)	£64.90
<b>Level 4 Certificate</b>	
Focus Awards Level 4 Certificate In Chemical Skin Peeling Treatments (RQF)	£108.90
Focus Awards Level 4 Certificate In Dermaplaning Treatments (RQF)	£54.00
Focus Awards Level 4 Certificate In Enhancing Eyebrows With Microblading Techniques (RQF)	£64.90
Focus Awards Level 4 Certificate In Laser And Intense Pulsed Light (IPL) Treatments (RQF)	£86.90
Focus Awards Level 4 Certificate In Micro-Dermal Piercings (RQF)	£75.90
Focus Awards Level 4 Certificate In Micropigmentation (RQF)	£57.20
Focus Awards Level 4 Certificate In Plasma Pen Technique For Skin Tightening And Lesion Removal (RQF)	£69.00
Focus Awards Level 4 Certificate In Scalp Micropigmentation Treatment (RQF)	£71.50
Focus Awards Level 4 Certificate In Skin Needling Treatments (RQF)	£108.90
Focus Awards Level 4 Certificate In Thermolysis And Cryotherapy For Blemish Removal Treatments (RQF)	£38.50
Focus Awards Level 4 Certificate In Ultrasound Cavitation Treatment (RQF)	£54.00
<b>Level 4 Diploma</b>	
Focus Awards Level 4 Diploma In Advanced Skin Science And Clinical Aesthetic Procedures (RQF)	£67.10
Focus Awards Level 4 Diploma In Managing A Salon Business (RQF)	£97.90
<b>Level 5 Certificate</b>	
Focus Awards Level 5 Certificate In Advanced Mesotherapy For Skin Rejuvenation (RQF)	£71.50
Focus Awards Level 5 Certificate In Hydro Dermabrasion And Radiofrequency For Skin Rejuvenation (RQF)	£71.50
Focus Awards Level 5 Certificate In Radiofrequency Treatment (RQF)	£71.50
<b>Level 5 Diploma</b>	
Focus Awards Level 5 Diploma In Aesthetic Practice (RQF)	£250.00
Focus Awards Level 5 Diploma In Tattoo Removal (RQF)	£159.00

Administration	
Entry Level	
Focus Awards Entry Level Certificate For Introduction To Customer Service (Entry 3) (RQF)	£13.75
Level 1 Award	
Focus Awards Level 1 Award In Customer Service (RQF)	£17.60
Level 1 Certificate	
Focus Awards Level 1 Certificate In Customer Service (RQF)	£42.90
Level 2 Certificate	
Focus Awards Level 2 Certificate In Customer Service (RQF)	£31.90
Focus Awards Level 2 NVQ Certificate In Customer Service (RQF)	£39.60
Level 2 Diploma	
Focus Awards Level 2 Diploma In Customer Service (RQF)	£53.90
Focus Awards Level 2 Diploma In Business Administration (RQF)	£53.90
Level 3 Certificate	
Focus Awards Level 3 Certificate In The Principles Of Business And Administration (RQF)	£31.90
Level 3 Diplomas	
Focus Awards Level 3 Diploma In Business Administration (RQF)	£75.90
Focus Awards Level 3 Diploma In Customer Services (RQF)	£53.90
Level 4 Diploma	
Focus Awards Level 4 NVQ Diploma In Business Administration (RQF)	£75.90
Focus Awards Level 4 NVQ Diploma In Customer Service (RQF)	£75.90

Business Management	
Level 5 Diploma	
Focus Awards Level 5 Diploma In Management And Leadership (RQF)	£79.20

Child Development And Wellbeing	
Level 2 Award	
Focus Awards Level 2 Award In Babysitting (RQF)	£31.90
Level 2 Certificate	
Focus Awards Level 2 Certificate For The Children And Young People's Workforce (RQF)	£42.90
Level 2 Diploma	
Focus Awards Level 2 Diploma In Playwork (RQF)	£64.90
Level 3 Diploma	
Focus Awards Level 3 Diploma For The Children And Young People's Workforce (RQF)	£75.90
Focus Awards Level 3 Diploma For The Children's Workforce (Early Years Educator) (RQF)	£75.90
Focus Awards Level 3 Diploma In Playwork (NVQ) (RQF)	£86.90
Welsh Provision	
Diploma Lefel 2 Focus Awards Mewn Gwaith Chwarae (NVQ) (RQF)	£59.00
Diploma Lefel 3 Focus Awards Mewn Gwaith Chwarae (NVQ) (RQF)	£79.00

Direct Learning Support	
Level 2 Award	
Focus Awards Level 2 Award In Support Work In Schools (RQF)	£20.90
Level 2 Certificate	
Focus Awards Level 2 Certificate In Supporting Teaching And Learning In Schools (RQF)	£42.90
Level 3 Award	
Focus Awards Level 3 Award In English For Literacy And Language Teaching (RQF)	£31.90
Focus Awards Level 3 Award In Mathematics For Numeracy Teaching (RQF)	£31.90
Focus Awards Level 3 Award In Supporting Teaching And Learning In Schools (RQF)	£31.90
Level 3 Certificate	
Focus Awards Level 3 Certificate In Supporting Teaching And Learning In Schools (RQF)	£31.90
Focus Awards Level 3 NVQ Certificate In Advice And Guidance (RQF)	£53.90
Level 3 Diploma	
Focus Awards Level 3 Diploma In Specialist Support For Teaching And Learning In Schools (RQF)	£53.90
Level 4 Certificate	
Focus Awards Level 4 Certificate For Higher Level Teaching Assistants (RQF)	£64.90
Level 4 Diploma	
Focus Awards Level 4 NVQ Diploma In Advice And Guidance (RQF)	£97.90
Welsh Provision	
Tystysgrif Lefel 2 Focus Awards Mewn Cefnogi Addysgu A Dysgu Mewn Ysgolion (RQF)	£39.00
Tystysgrif Lefel 2 Focus Awards Mewn Cefnogi Dysgu Mewn Addysg Gorfforol A Chwaraeon Mewn Ysgolion (RQF)	£49.00
Diploma Lefel 3 Focus Awards Mewn Cymorth Arbenigol Ar Gyfer Addysgu A Dysgu Mewn Ysgolion (RQF)	£49.00
Tystysgrif Lefel 4 Focus Awards Ar Gyfer Cynorthwywyr Addysgu Lefel Uwch (RQF)	£52.00

Health And Social Care	
Level 1 Award	
Focus Awards Level 1 Award in Alcohol Awareness	£27.50
Focus Awards Level 1 Award In Health And Safety At Work (RQF)	£4.05
Focus Awards Level 1 Award In Introduction To Health, Social Care And Children's And Young People's Settings (RQF)	£20.90
Level 1 Certificate	
Focus Awards Level 1 Certificate In Introduction To Health, Social Care And Children's And Young People's Settings(RQF)	£20.90
Level 2 Award	
Focus Awards Level 2 Award In Awareness Of End Of Life Care (RQF)	£15.40
Focus Awards Level 2 Award In Cardiopulmonary Resuscitation And Automated External Defibrillation (RQF)	£4.05
Focus Awards Level 2 Award In Employment Responsibilities And Rights In Health, Social Care, Children And Young People's Settings (RQF)	£15.40
Focus Awards Level 2 Award In Food Safety In Health And Social Care And Early Years And Childcare Settings (RQF)	£9.90
Focus Awards Level 2 Award In Health And Safety In The Workplace (RQF)	£7.75
Focus Awards Level 2 Award In Safeguarding And Protecting Children And Young People (RQF)	£7.70
Focus Awards Level 2 Award In Understanding Dementia (RQF)	£20.90
Level 2 Certificate	
Focus Awards Level 2 Certificate In Awareness Of Mental Health Problems (RQF)	£20.90
Focus Awards Level 2 Certificate In Counselling Skills (RQF)	£31.90
Focus Awards Level 2 Certificate In Preparing To Work In Adult Social Care (RQF)	£42.90
Focus Awards Level 2 Certificate In The Principles Of The Prevention And Control Of Infection In Health Care Settings (RQF)	£18.70
Focus Awards Level 2 Certificate In Understanding Dignity And Safeguarding In Adult And Social Care (RQF)	£39.60
Focus Awards Level 2 Certificate In Understanding Nutrition And Health (RQF)	£42.90
Focus Awards Level 2 Certificate In Understanding The Care And Management Of Diabetes (RQF)	£39.60
Focus Awards Level 2 Certificate In Understanding the Safe Handling of Medicines (RQF)	£39.60
Level 2 Diploma	
Focus Awards Level 2 Diploma In Care (RQF)	£64.90
Level 3 Award	
Focus Awards Level 3 Award In Emergency First Aid At Work (RQF)	£4.05
Focus Awards Level 3 Award In Emergency Paediatric First Aid (RQF)	£4.05
Focus Awards Level 3 Award In First Aid At Work (RQF)	£4.05
Focus Awards Level 3 Award In Paediatric First Aid (RQF)	£4.05
Focus Awards Level 3 Award in First Aid for Mental Health (RQF)	£4.05
Focus Awards Level 3 Award In Phlebotomy (RQF)	£33.00
Focus Awards Level 3 Award In Understanding Human Anatomy And Physiology (RQF)	£31.90
Level 3 Certificate	

Focus Awards Level 3 Certificate In Preparing To Work In Adult Social Care (RQF)	£49.05
Level 3 Diploma	
Focus Awards Level 3 Diploma In Adult Care (RQF)	£75.90
Level 4 Diploma	
Focus Awards Level 4 Diploma In Adult Care (RQF)	£86.90
Focus Awards Level 4 Diploma In Advanced Care Practitioner (RQF)	£75.90
Level 5 Certificate	
Focus Awards Level 5 Certificate In Coaching For Health And Wellbeing (RQF)	£187.00
Focus Awards Level 5 Certificate In Gut Microbiome And Nutrition (RQF)	£144
Level 5 Diploma	
Focus Awards Level 5 Diploma in Health, Wellbeing and Lifestyle Management Coaching (RQF)	£198
Focus Awards Level 5 Diploma In Leadership For Health And Social Care And Children And Young People's Services (England) (RQF)	£86.90
Focus Awards Level 5 Diploma In Leading And Managing An Adult Care Service (RQF)	£107.50

Law and Legal Services	
Level 3 Award	
Focus Awards Level 3 Award In Paralegal Practice (RQF)	£42.90

Preparation for work	
Level 1 Award	
Focus Awards Level 1 Award In Employability Skills (RQF)	£16.50
Focus Awards Level 1 Award In WorkSkills (RQF)	£17.60
Level 2 Award	
Focus Awards Level 2 Award In Employability Skills (RQF)	£15.40
Focus Awards Level 2 Award In WorkSkills (RQF)	£17.60

Teaching and Lecturing	
Level 3 Award	
Focus Awards Level 3 Award In Assessing Competence In The Work Environment (RQF)	£21.50
Focus Awards Level 3 Award In Assessing Vocationally Related Achievement (RQF)	£21.50
Focus Awards Level 3 Award In Education And Training (RQF)	£31.90
Focus Awards Level 3 Award In Understanding The Principles And Practices Of Assessment (RQF)	£20.90
Focus Awards Level 3 Award in Artificial Intelligence (AI) in Education (RQF)	£35.00
Level 3 Certificate	
Focus Awards Level 3 Certificate In Assessing Vocational Achievement (RQF)	£20.90
Level 4 Award	
Focus Awards Level 4 Award In The Internal Quality Assurance Of Assessment Processes And Practices (RQF)	£21.50
Focus Awards Level 4 Award In Understanding The External Quality Assurance Of Assessment Processes And Practice (RQF)	£21.50
Focus Awards Level 4 Award In Understanding The Internal Quality Assurance Of Assessment Processes And Practices (RQF)	£21.50
Level 4 Certificate	
Focus Awards Level 4 Certificate In Education And Training (RQF)	£72.60
Focus Awards Level 4 Certificate In Leading The Internal Quality Assurance Of Assessment Processes And Practices (RQF)	£75.90
Level 5 Certificate	
Focus Awards Level 5 Certificate In Teaching English As A Foreign Language (RQF)	£31.90
Level 5 Diploma	
Focus Awards Level 5 Diploma In Education And Training (RQF)	£108.90
Focus Awards Level 5 Diploma in Teaching (Further Education and Skills) (RQF)	£156
Welsh Provision	
Tystysgrif Lefel 4 Focus Awards Mewn Addysg A Hyfforddiant (RQF)	£66.00

## FAQ's

### Q. How much is approval?

A. £260.00 with VAT £312.00. International approval is £1500.00.

### Q. Can you discount the approval fee?

A. We often have offers on for approval fees, discounts are subject to terms and conditions but keep an eye on our socials and check your emails for any offers being sent to you.

### Q. What is the cost of registrations?

A. Registration fees vary, please refer to the fees section of the Becoming a centre handbook for more information.

### Q. What is the cost of certification?

A. Certification fees are included in the Registration cost. There are no separate fees for certifying.

### Q. Do you do exams?

A. No, all qualifications are portfolio based.

### Q. Can we use our own resources?

A. Yes, it's not a requirement that you use our resources other than logbooks where available.

### Q. Can we deliver online?

A. For most of the qualifications online delivery is possible, please be aware that some practical elements of qualifications will need to be assessed face to face.

### Q. Can we deliver internationally?

A. Yes, please be aware some qualifications can only be delivered within the UK. A member of our approval team can advise which qualifications are UK only.

### Q. Are our qualifications internationally recognised?

A. This is entirely dependent on local authorities. Many countries outside of the UK recognise RQF qualifications.

**Q. How long has Focus Awards been established?**

A. 10 years +

**Q. How do we know you're a real Awarding Organisation?**

A. You can find us on the register on the government website: <https://find-a-qualification.services.ofqual.gov.uk/find-regulated-qualifications>

**Q. Can we transfer Direct Claim Status?**

A. Yes, after a first initial sample of your portfolios. We will need an EQA report evidencing the direct claims status with your other Awarding Organisation from the last 12 months.

**Q. Is there a renewal fee yearly?**

A. Yes, more information can be found above under 'Fees'.

**Q. How do you invoice for pay as you go centres?**

A. Focus Awards will automatically invoice your Centre within one hour of learner registrations, and within one week of confirming your order for all other resources unless alternative arrangements have been agreed. The invoice will be sent to the main email address we hold on file for your Centre 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
- the VAT amount (unless you have informed us that you are VAT exempt)
- our payment terms

All invoice payments are due on receipt.

On receipt of payment, we will update our records to show 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 Centre. A payment reminder will be sent to you after 3 days, and if the balance outstanding remains unpaid after 7 days, access to your account may be suspended. Non-compliance with our payment policy is highlighted to our EQAs as part of our Centre monitoring arrangements.

If you have any queries about any aspect of an invoice, please contact us.



In accordance with HMRC guidelines, we keep records of all invoices issued and received. An auditable trail of transactions can be provided to your Centre or other relevant parties if necessary.

**Q. Can an international centre be approved?**

A. International Centres are subject to the same standards and requirements of those located within the UK.

International Centres are any Centre which is based outside of England, Ireland, Northern Ireland, Scotland, and Wales. International fees can be found above.

**Q. What assessment methods can be used?**

A. The main pieces of evidence for the portfolio could include some or all of the following:

Assessor observation, Witness testimony, Learner product, Worksheets, Assignments/projects/reports, Record of oral and written questioning, Learner and peer reports and Recognition of prior learning (RPL)

**Q. How can I prove to learners I am an approved Focus Awards centre?**

A. Learners can call us to check this if needed, and you can evidence this with your centre approval certificate.

**Q. Can we upskill staff through our Focus Awards account?**

A. Yes! If you have an Assessor and an IQA competent in the qualification.

## Centre Approval Checklist

- ☐ Application Form
- ☐ EQA Report (if applicable)
  
- ☐ Tutor Education Certificate
- ☐ Tutor Competency Certificates
- ☐ Tutor CV
- ☐ Tutor CPD Log
- ☐ Tutor Identification
  
- ☐ Assessor Assessing Certificate
- ☐ Assessor Competency Certificates
- ☐ Assessor CV
- ☐ Assessor CPD Log
- ☐ Assessor Identification
  
- ☐ IQA Internal Quality Assurance Certificate
- ☐ IQA Competency Certificates
- ☐ IQA CV
- ☐ IQA CPD Log
- ☐ IQA Identification
  
- ☐ Equality and Diversity Policy
- ☐ Malpractice and Maladministration Policy
- ☐ Learner Appeals Policy
- ☐ Complaints Policy
- ☐ Staff Induction and CPD Policy
- ☐ Learner registration and certification Policy
- ☐ Learner Induction Policy
- ☐ Conflict of interest Policy
- ☐ Internal Quality Assurance Policy
- ☐ Any third-party agreements (if applicable)
- ☐ Data protection - Security and Confidentiality Policy
- ☐ Plagiarism Policy
- ☐ Whistleblowing Policy
- ☐ Sanctions Policy
- ☐ Safeguarding Policy

## What happens now?

Once you submit the documents, our centre approval team will review what you have sent. If we have everything we need, an agreement and invoice will be sent to you to complete your approval. Once signed and paid, you will receive log in details, approval documents and a certificate confirming you are an approved Focus Awards centre.

## Definitions

**Awarding Organisation** – An awarding organisation recognised by OFQUAL for the purposes of awarding Qualifications.

**Ofqual** – The Office of the Qualifications and Examinations Regulator.

**Qualification** – a qualification that is made available by Focus Awards and for which the Centre is approved by Focus Awards under its Certificate of Approval.

**Regulatory Bodies** – the Office of the Qualifications and Examinations Regulator (“OFQUAL”) in England; the Scottish Qualifications Authority (“SQA”) in Scotland; the Department for Children, Education, Lifelong Learning and Skills of the Welsh Assembly Government (“DCELLS”) in Wales; the Council for the Curriculum, Examinations and Assessment (“CCEA”) in Northern Ireland; any equivalent regulator in any other jurisdiction relevant to this Agreement; and any successor bodies to these regulators;

**RQF** – Regulated Qualification Framework

**Logbooks** – A log kept by the centre to ensure practical requirements are covered in the learner’s qualification.

**Workbooks** – A learner’s book containing instruction and exercises relating to a particular subject.

**Manuals** – A book giving instructions or information.

**Adverse Effect** – An act, omission, event, incident, or circumstance has an Adverse Effect if it gives rise to prejudice to Learners or potential Learners, or adversely affects the ability of Focus Awards to comply with Conditions of Recognition, or qualification standards.

**Risk Ratings** – A measure based on the likelihood of an event happening and the severity of the consequences if it does.

**Learner** – Any person registered at the Centre to take a Qualification.

**Tutor** – A person charged with the instruction and guidance of qualification delivery to learners.

**Assessor** – A person who evaluates the quality of a learner’s knowledge in a specific subject area.

**IQA** – A person who ensures that learning and qualifications meet quality standards.

**International** – Centres not within England, Scotland, Wales, or Northern Ireland.

**Registration** – A record confirming a learner has enrolled on a qualification.

**Renewal** – The action of extending the period of validity of a licence, subscription, or contract.

**Direct Claims Status** – Direct Claims Status (DCS) allows centres to claim certification without external quality assurance activity to take place.

**Recognition** – A recognised, approved centre.

**Certificate of Approval** – The formal certificate of approval issued by Focus Awards to the Centre approving the delivery of one or more Qualifications (as amended from time to time).

**Confidential Information** – All matters relating to this Agreement, all information provided by Focus Awards in connection with this Agreement and any other information relating to Focus Awards which ought to be considered confidential.

## Acronyms

CS	Centre Support
BD	Business Development
QA	Quality Assurance
QD	Qualification Development
AET	Award in Education and Training
GLH	Guided Learning Hours
CQC	Care Quality Commission
HSC	Health and Social Care
DFE	Department for Education
BA	Business Administration
CPD	Continuous Professional Development
CAVA	Certificate in Assessing Vocational Achievement
AVA / AVRA	Award in Assessing Vocationally Related Achievement
AWE	Award in Assessing Competence in the Work Environment
ESFA	Education Skills Funding Agency
PTLLS	Preparing to teach in the Lifelong Learning Sector
ETM	Exercise to Music
CBT	Combine Beauty Therapy / Cognitive Behavioural Therapy
LMS	Learner Management System
H&S	Health and Safety
HMP	HIS Majesty's Prison
QTS	Qualified Teacher Status
NVQ	National Vocational Qualification
RQF	Regulated Qualification Framework
QCF	Qualification Credit Framework
Ofqual	The Office of Qualifications and Examinations Regulation
SEN	Special Educational Needs
SMT	Senior Management Team
SMT	Spots Massage Therapy
SSC	Skills Sector Council
ULN	Unique Learner Number
SOP	Standard Operating Procedure
EQA	External Quality Assurer / Assurance
IQA	Internal Quality Assurer / Assurance
HLTA	Higher Level Teaching Assistant
DTLLS	Diploma for Teaching in the Lifelong Learning Sector
FQP	Focus on Quality Provision
RPL	Recognised Prior Learning
TQUK	Training Qualifications UK
VTCT	Vocational Training Charitable Trust
GDPR	General Data Protection Regulation
IAG	Information Advice and Guidance
CIMSPA	The Chartered Institute for the Management of Sport and Physical Activity
VTQ	Vocational Technical Qualification
EPA	End Point Assessment
WBL	Work-Based Learning

WP	Work Product
GP / ER	Exercise Referral
STLIS	Supporting Teaching and Learning in Schools
ITEC	The International Therapy Examination Council
DOB	Date of Birth
EMS	Education Management System
LARs	Learning Aim Reference Service
TEFL	Teaching English as a Foreign Language
ESOL	English Speakers of Other Languages
SENCO	Special Educational Needs Coordinator
G+T	Gifted and Talented
SfC	Skills for Care
FAW	First Aid at Work
EFAW	Emergency First Aid at Work
QW	Qualification Wales
SQA	Scottish Qualifications Authority
CCEA	Council for the Curriculum, Examinations & Assessment
CoI	Conflict of Interest
MP / MA	Malpractice and Maladministration
ToR	Terms of Reference
SAR	Self-Assessment Report
TQT	Total Qualification Time
EHCP	Education, Health, and Care Plan
SLA	Service Level Agreement
KPI	Key Performance Indicator
UR	Unit Reference number
QRN	Qualification Regulation Number
UWB	Unit Workbook
WB	Workbook
LB	Logbook

## Contact us

If you have any queries about the contents of the policy, please contact our support team

E: [info@focusawards.org.uk](mailto:info@focusawards.org.uk)

T: +44(0)333 3447 388