



# Fees Booklet

**August 2017 – July 2018**

# General Information

Signature fees are based upon the costs associated with the different assessment methods used.

All fees are reviewed annually.

## Qualification/unit approval fees

An annual qualification/unit approval fee is payable for each qualification/unit. Units that appear in more than one qualification, e.g. K202, will only be charged for once. An invoice will be generated when an application for renewal/approval is submitted on-line.

Qualification/unit approval fees are non-refundable.

## Candidate registration fees

Candidate registration fees are payable for each candidate, per assessment. An invoice is generated when an assessment is created and submitted for processing.

**A 30% discount will be applied to all candidates who are 18 years of age or younger when they are registered for assessment.**

## Candidate Merge

A £25 administration fee will be charged for Candidate ID numbers we have to merge. For more than one candidate, this fee will vary.

## Replacement certificates

Replacement certificates are available at a cost of £25 each to replace certificates that are lost, damaged in transit, or issued with incorrect names. Please note that replacement certificates will be marked as such. The name printed on the certificate is taken from the candidate registration details. If this information is incorrect the certificate will also be incorrect. It is important that candidate details are checked and Signature is informed of any amendments, before certificates are issued. For qualifications achieved prior to 2006 we no longer issue replacement certificates. A confirmation of achievement letter can be issued in lieu of a certificate(s) at a cost of £10.

## **Appeals**

Centres can request a re-mark for candidates who receive a fail result. The fee for this service is the same as the candidate registration fee or centre visit fee, and further information about the appeals process is shown on the [Signature website](#)

## **Withdrawal from an assessment for medical or bereavement reasons**

Candidates who withdraw from an assessment due to medical or bereavement reasons will be entitled to a full refund upon production of appropriate evidence.

## **Data protection access (DPA) requests**

Access requests will be provided at a cost of £10 per request. Please contact Signature for DPA Request forms.

## **Administration fees**

A fee of £25 may be charged for changes to assessments, for example if candidates have been registered for the wrong unit.

## British and Irish Sign Language

Qualification code	Qualification title	Unit codes	Annual approval fee	Candidate registration fee	Age range
<b>BSL1</b> <b>ISL1</b>	Level 1 Award in British Sign Language	BSL/ISL101*	£54	£20	Pre 16,
	Level 1 Award in Irish Sign Language	BSL/ISL102	£76	£35	16-18, 18+, 19+
		BSL/ISL103	£76	£35	
<b>BSL2</b> <b>ISL2</b>	Level 2 Certificate in British Sign Language	BSL/ISL201	£54	£40	Pre 16,
	Level 2 Certificate in Irish Sign Language	BSL/ISL202	£76	£50	16-18, 18+, 19+
		BSL/ISL203	£76	£50	
<b>BSL3</b> <b>ISL3</b>	Level 3 Certificate in British Sign Language	BSL/ISL320	£54	£40	Pre 16
	Level 3 Certificate in Irish Sign Language	BSL/ISL321	£76	£48	16-18, 18+, 19+
		BSL/ISL322	£76	£53	
<b>BSL4</b> <b>ISL4</b>	Level 4 Certificate in British Sign Language	BSL/ISL420	£54	£39	19+
	Level 4 Certificate in Irish Sign Language	BSL/ISL421	£76	£52	
	Level 4 Certificate in British Sign Language and Introduction to Interpreting	BSL/ISL422	£76	£57	
	Level 4 Certificate in Irish Sign Language and Introduction to Interpreting	BSL/ISL423	£76	£72	

\* Centres who are approved for BSL/ISL101 can register for the new units – Young People, Healthcare, and Frontline Staff – free of charge. The candidate registration fee of £20 still applies.

<b>BSL6</b>	Level 6 NVQ Certificate in British Sign Language	BSL/ISL601	£103	£94	19+
<b>ISL6</b>	Level 6 NVQ Certificate in Irish Sign Language	BSL/ISL602	£103	£94	
<b>Administration Fees</b>					
EQA visit fee			£330		
Cancellation of EQA visit by centre less than 5 working days prior to visit			£330		
Cancellation of EQA visit by centre between 5 – 15 working days prior to visit			£200		
Desktop verification fee			£160		

## Access to Communication in English (ACE)

Qualification code	Qualification title	Unit codes	Annual approval fee	Candidate registration fee	Age range
<b>DAC1</b>	Level 1 Award in Deaf Awareness and Communication	K101	£41	£27	Pre 16,
		T101	£41	£27	16-18, 18+, 19+
<b>MET3</b>	Level 3 Award in Modifying Texts for Deaf People	K318	£42	£57	16-18, 18+, 19+
		T303	£42	£72	
<b>CSW3</b>	Level 3 Certificate in Communication Support for Deaf Learners	K311	£42	£57	19+
		K312	£42	£57	
		K313	£42	£57	
		K314	£42	£57	
		K315	£42	£57	
		K316	£42	£57	
		K317	£42	£57	
		K318	£42	£57	

Qualification code	Qualification title	Unit codes	Annual approval fee	Candidate registration fee	Age range
<b>ST3</b>	Level 3 Certificate in Supporting Teaching & Learning with Specialism for Deaf Learners	ST301	£42	£57	19+
		ST302	£42	£57	
		ST303	£42	£57	
		ST304	£42	£57	
		ST305	£42	£57	
		K318	£42	£57	
<b>LIP3</b>	Level 3 Certificate in Lipspeaking	LS301	£42	£57	19+
		LS302	£42	£72	
		LS303	£42	£57	
		LS304	£42	£57	

## Deafblind

Qualification code	Qualification title	Unit codes	Annual approval fee	Candidate registration fee	Age range
<b>DBC2</b>	Level 2 Award in Communicating with Deafblind People	K202	£42	£49	Pre 16, 16-18, 18+, 19+
		T201	£42	£34	
<b>DBG2</b>	Level 2 Award in Communicating and Guiding with Deafblind People	K202	£42	£49	16-18, 18+, 19+
		T201	£42	£34	
		T202	£42	£34	
<b>DBK3</b>	Level 3 Award in Insights into Communication with Congenitally Deafblind People	K301	£42	£72	16-18, 18+, 19+
		K302	£42	£72	



## Interpreting (BSL/English) and Translation

Qualification code	Qualification title	Unit codes	NVQ approval fee	NVQ candidate registration fee	Age range
<b>INT6</b>	Level 6 NVQ Diploma in Sign Language Interpreting	INT6A1	£103	£94	19+
		INT6B1	£103	£94	
		INT6C1	£103	£94	
		INT6D1	£103	£94	
		INT6E1	£103	£94	
		INT6G1	£103	£94	
<b>TRA6</b>	Level 6 Diploma in Sign Language Translation	PTRA1	£103	£94	19+
		PTRA2	£103	£94	
		PTRA3	£103	£94	
		PTRA4	£103	£94	
		INT6E1	£103	£94	
<b>Administration Fees</b>					
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