

# Signature

**Fees Booklet 1 September 2023 to 31 August 2024**



## General Information

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

All fees are reviewed annually.

### **Qualification Approval fees**

An annual qualification approval fee is payable for each full qualification. When centres seek approval for a qualification they will be approved for all units within that qualification.

When a centre seeks approval for 2 qualifications at the same time a 5% discount will be applied.

When a centre seeks approval for 3 or more qualification at the same time a 7% discount will be applied.

An invoice will be generated when an application for renewal/approval is submitted on-line.

Qualification 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 April 2020, 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 breakdown of marks or a re-mark for candidates who receive a **fail** result. The fee for this service is £10 per breakdown of marks and the same as the candidate registration fee for remarks. 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.

If an entire session needs to be cancelled for medical or bereavement reasons, we will 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.

## British and Irish Sign Language

Qualification code	Qualification title	Annual approval fee		Candidate registration fee	Age range	
<b>BSL1</b> <b>ISL1</b>	Level 1 Award in British Sign Language	£227	BSL/ISL101	£20	Pre 16, 16-18, 18+, 19+	
	Level 1 Award in Irish Sign Language		(101F, 101H, 101Y)			
			BSL/ISL102			£42
			BSL/ISL103	£42		
<b>BSL2</b> <b>ISL2</b>	Level 2 Certificate in British Sign Language	£227	BSL/ISL201	£47	Pre 16, 16-18, 18+, 19+	
	Level 2 Certificate in Irish Sign Language		BSL/ISL202			£58
			BSL/ISL203			£58
<b>BSL33</b>	Level 3 Certificate in British Sign Language (BSL33)	£227	Formal Presentation	£44	Pre 16, 16- 18, 18+, 19+	
		Informal	£44			
		Conversation				
		Receptive Skills	£74			

Qualification code	Qualification title	Annual approval fee		Candidate registration fee	Age range
<b>BSL42</b>	Level 4 Certificate in British Sign Language	£227	Formal Presentation Informal Conversation Receptive Skills	£50 £50 £76	19+
<b>BSL62</b> <b>ISL62</b>	Level 6 Certificate in British Sign Language Level 6 Certificate in Irish Sign Language	£227	Assessment 1 Assessment 2 Assessment 3 Assessment 4, Assessment 5 Assessment 6	£29 £29 £29 £67 £67 £67	19+

\* Centres who are approved for BSL/ISL101 can register for the BSL101 variants – Young People, Healthcare, and Frontline Staff – free of charge. The candidate registration fee of £20 still applies.

### Access to Communication in English (ACE)

Qualification code	Qualification title	Annual approval fee		Candidate registration fee	Age range
<b>DAC1</b>	Level 1 Award in Deaf Awareness and Communication	£94	K101	£34	Pre 16,
			T101	£34	16-18, 18+, 19+
<b>MET3</b>	Level 3 Award in Modifying Texts for Deaf People	£95	K318 T303	£66 £82	16-18, 18+, 19+

<b>CSW3</b>	Level 3 Certificate in Communication Support for Deaf Learners	£372	K311	£66	19+
			K312	£66	
			K313	£66	
			K314	£66	
			K315	£66	
			K316	£66	
			K317	£66	
			K318	£66	
<b>ST3</b>	Level 3 Certificate in Supporting Teaching & Learning with Specialism for Deaf Learners	£280	ST301	£66	19+
			ST302	£66	
			ST303	£66	
			ST304	£66	
			ST305	£66	
			K318	£66	
<b>LIP3</b>	Level 3 Certificate in Lipspeaking	£188	LS301	£66	19+
			LS302	£82	
			LS303	£66	
			LS304	£66	

## Deafblind

Qualification code	Qualification title	Annual Approval Fee		Candidate registration fee	Age range
<b>DBC2</b>	Level 2 Award in Communicating with Deafblind People	£96	K202	£57	Pre 16, 16-18, 18+, 19+
			T201	£41	
<b>DBG2</b>	Level 2 Award in Communicating and Guiding with Deafblind People	£142	K202	£57	16-18, 18+, 19+
			T201	£42	
			T202	£42	
<b>DBK3</b>	Level 3 Award in Insights into Communication with Congenitally Deafblind People	£96	K301	£82	16-18, 18+, 19+
			K302	£82	
<b>DM3</b>	Level 3 Award in Working Effectively with Deafblind Manual	£96	DM301	£74	
			MOD301	£74	
<b>VFHO3</b>	Level 3 Award in Working Effectively with Deafblind Manual	£96	VFHO301	£74	
			MOD201	£74	
<b>EDB3</b>	Level 3 Award in Evaluating the needs of Deafblind Adults	£96	DK301	£74	
			DK302	£74	

## Interpreting and Translation

Qualification code	Qualification title	Annual Approval Fee	Unit Codes	NVQ candidate registration fee	Age range
<b>INTRA6</b>	Level 6 Diploma in Sign Language Interpreting and Translation	£671	Part 1 – Internal Assessments (all 4)  Part 1 – External Assessment  Part 2 Internal Assessments (All 6)  Assessment 7 Assessment 8 Assessment 9 Assessment 10 Assessment 11 Assessment 12	£80  £80  £80  £80 £80 £80 £80	19+