



Scottish Qualifications Authority  
Ùghdarras Theisteanas Na H-Alba

8 November 2023

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Contact: Customer Support Team  
Direct line: 0303 333 0330  
Email: [mycentre@sqa.org.uk](mailto:mycentre@sqa.org.uk)

Dear Colleague

### **SQA Charges 2023-24**

Here are details of the prices for SQA qualifications and the charges for other services for 2023-24. There continues to be no increase in prices for Higher National Qualifications, Scottish Vocational Qualifications, or other qualifications.

Following discussions with the Scottish Government, I am pleased to confirm that the underlying National Unit price will remain at £7.50. National Qualifications course prices will also remain the same.

This continuation of pricing structure is in place to provide stability to budget planning.

If you have any queries about the points covered in this letter, please contact our Business Development and Customer Support team on 0303 333 0330 or email: [mycentre@sqa.org.uk](mailto:mycentre@sqa.org.uk).

This communication has also been sent to finance directors and SQA co-ordinators for their information.

Thank you for your continued support.

Yours faithfully

Fiona Robertson  
Chief Executive



## Appendix 1: SQA list prices 2023–24

This letter only covers qualifications that are delivered within Scotland.

### Note for centres delivering SQA qualifications internationally

If you are planning to deliver SQA qualifications outside of Scotland, please contact your SQA Account Manager as soon as possible to seek approval and to confirm the relevant pricing model.

*\*Please note that the price for Advanced Certificates and Diplomas is for delivery in UK only. Pricing for International delivery should be discussed with your SQA Account Manager.*

Charges from 1 August 2023	£
<b>National Qualifications</b>	
National 1	7.50
National 2	22.50
National 3	22.50
National 4	30.00
National 5	37.50
Higher	37.50
Advanced Higher	37.50
National Course — external assessment only	30.00
National Unit	7.50
Skills for Work National Course	37.50
Scottish Baccalaureate Interdisciplinary Project	37.50
National Certificate: unit by unit entry	Charged per unit
National Progression Award: unit by unit entry	Charged per unit
Award: unit by unit / group award entry	Charged per unit or group award
Late entry charge	29.75
Late change of level charge (other than National 1, 2, 3)	29.75
<b>Other qualifications</b>	
Professional Development Award: unit by unit entry	Charged per unit
National Workplace Award: unit by unit / group award entry	Charged per unit or group award
Highways and Utilities Certificate (HAUC) Unit	9.25
<b>Higher National Qualifications</b>	
Higher National Unit	13.00
Higher National Certificate	103.75
Higher National Diploma	125.00
Administration charge on Higher National Group Awards entered unit by unit	14.50

<b>Advanced Certificated and Diplomas*</b>	
Advanced Certificates	145.00
Advanced Diplomas	165.00
Administration charge on Advanced Certificates and Diplomas Group Awards entered unit by unit	14.50
<b>Scottish Vocational Qualifications</b>	
SVQ Unit SCQF levels 1–9	7.50
SVQ Unit SCQF levels 10–12	14.50
SVQ Level 1 Group Award SCQF levels 1–4	47.25
SVQ Level 2 Group Award SCQF levels 5–6	50.00
SVQ Level 3 Group Award SCQF levels 6–7	54.75
SVQ Level 4 Group Award SCQF levels 8–9	64.50
SVQ Level 5 Group Award SCQF levels 10–12	127.75
Assessor/Verifier Awards	36.75
Administration charge on SVQ Group Awards entered unit by unit	14.50
<b>Charges for other services</b>	
Issue of certified statement/replacement certificate	40.00
Issue of syllabus / credit value statements	25.00

### **Note for centres delivering SQA qualifications internationally**

If you are planning to deliver SQA qualifications outside of Scotland, please contact your SQA Account Manager as soon as possible to seek approval and to confirm the relevant pricing model.

## Notes

### National Qualifications

#### Key dates

Entries for National Qualifications will be invoiced from April 2024.

Entries for National 4 to Advanced Higher made after 31 March 2024 will incur a late entry charge of £29.75 in the month following the month of entry.

Centres will be able to amend the level of an entry up to 31 March 2024 without incurring a charge. From 1 April 2024 onwards any changes or entries made will incur a late fee of £29.75 as well as the cost of the new entry. National Qualifications level 1, 2 and 3 will incur no charges.

SQA does not charge for withdrawal of National Qualifications.

### Scottish Baccalaureates

The Scottish Baccalaureates in Languages, Science, Expressive Arts and Social Sciences all have the following mandatory components:

- ◆ one eligible course at Higher level
- ◆ two eligible courses at Advanced Higher level
- ◆ an Interdisciplinary Project

The components of a Scottish Baccalaureate course are subject to the normal rates and charging rules for those National Qualifications.

### Higher National Qualifications / Advanced Certificates and Diplomas

Group awards consisting of Higher National / Advanced Certificate and Diploma Units can be entered in two ways: by entering the group award initially, or on a unit-by-unit basis.

If all units required to complete the group award have been entered and invoiced before the group award entry is made, only the administration charge of £14.50 will be made for the group award entry.

If the group award is entered before all required units have been entered and invoiced, the full group award charge will be made. Units entered along with or after the group award will not be charged. There is no refund for units entered previously. Other units that do not form part of the group award will be charged separately.

These qualifications are invoiced in the month following the month of entry. Entries made and withdrawn in the same calendar month will not attract a charge. Any entry withdrawn in a month

subsequent to the month of entry will be charged at the full price. No credit will be given for withdrawn entries in this circumstance.

You can change a candidate entry from HNC to HND, or Advanced Certificate to Advanced Diploma. To do this you must first withdraw the candidate from the HNC / Advanced Certificate and enter the candidate for the HND / Advanced Diploma. The full cost of the HND / Advanced Diploma will be charged. However, if you contact our Finance department ([salesledger@sqa.org.uk](mailto:salesledger@sqa.org.uk)) the cost of the HNC / Advanced Certificate, minus an administration fee of £14.50, will be credited to your centre.

If a candidate who was entered for an HND/Advanced Diploma wishes to be certificated for the appropriate HNC / Advanced Certificate instead, you must withdraw the candidate from the HND / Advanced Diploma and enter them for the HNC / Advanced Certificate. The full cost of the HNC / Advanced Certificate will be charged. However, if you contact our Finance department ([salesledger@sqa.org.uk](mailto:salesledger@sqa.org.uk)) the cost of the HND / Advanced Certificate, minus an administration fee of £14.50, will be credited to your centre.

Next Gen HN pricing will continue as it has been applied for 2023/24 and we will remind pilot centres of that process via the pilot centre newsletter.

## **Scottish Vocational Qualifications**

Group awards consisting of SVQ Units can be entered in two ways: by entering the group award initially, or on a unit-by-unit basis.

If all units required to complete the group award have been entered and invoiced before the group award entry is made, only the administration charge of £14.50 will be made for the group award entry. A top-up charge may also be made for some SVQs where the cost of the sum of the units entered for, and invoiced, is less than the group award charge.

If the group award is entered before all required units have been entered and invoiced, the full group award charge will be made. Units entered along with, or after, the group award will not be charged. There is no refund for units entered previously. Other units which do not form part of the group award will be charged separately.

SVQs are invoiced in the month following the month of entry. Entries made and withdrawn in the same calendar month will not attract a charge. Any entry withdrawn in a month subsequent to the month of entry will be charged at the full price. No credit will be given for withdrawn entries in this circumstance.

### **Group Award or unit-by-unit charges**

Entry for National Progression Awards, National Certificates and Professional Development Awards are charged on a unit-by-unit basis. The charge depends on the type of unit entered — SVQ, HN or NQ.

Awards and National Workplace Qualifications are charged either on a group award basis or unit-by-unit basis. If charged on a unit-by-unit basis then the charge will depend on the type of units entered — SVQ, HN or NQ. If charged on a group award basis, then the charge will depend on the tariff set for that group award.

There is no further charge to enter the group award, nor is there an administration fee, if unit-by-unit entries result in achievement of a group award.

**Please note: In some cases, there are exceptions to the above pricing rules. If you are considering offering a qualification you have not offered before, please contact your SQA Account Manager to confirm pricing.**

### **Jointly awarded qualifications**

The charges listed in this letter apply to qualifications solely awarded by SQA. Charges may vary where SQA jointly awards a qualification or is not the principal awarding body. In such instances qualifications are individually priced to reflect the composition of the qualification and the nature of the quality assurance system applied.

### **Other charges**

Other SQA products and services are also chargeable. This includes Professional Development Workshops, Quality Network Events and Publications.

### **Further information**

Further advice and information on qualifications can be found on the SQA website: [www.sqa.org.uk](http://www.sqa.org.uk).

If you have any queries, please contact our Business Development and Customer Support team on 0303 333 0330 or email: [mycentre@sqa.org.uk](mailto:mycentre@sqa.org.uk).