

# TEACHING, ASSESSMENT AND QUALITY ASSURANCE FEES 22-23

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Schedule of fees for external teaching, assessment and  
QA fees for the academic year 22-23

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# WHAT SERVICES ARE AVAILABLE?

Alongside our extensive range of online and in-person courses, we are also able to extend our experienced team to external centres that need sessional, or contracted services to support the teaching, assessment, and IQA in their own centres.

We are pleased to be able to offer the following services to these businesses

- Sessional Assessments
- Sessional Tutors
- Peripatetic Internal Quality Assurers
- Remote assessors
- Remote Internal Quality Assurers
- Observations of Teaching, Learning and Assessment
- Moderation of marking and assessment

We include all qualifications up to the equivalent of Level 4 in the fee structures stated.

If you need assessments at level 5 or above, please view the additional costs, as stated on page 11.

In any situation, we are aware that your business is individual. Our advice is to always consider a consultation session first, and allow us to discuss the most cost effective way of working. This may not involve us, after the initial consultation, but we are still happy to help and lend our expertise whenever you do need us!

Coupled with this, we also offer an ongoing membership to the **Hair and Beauty Quality Association** - A specialist community for educators, assessors, IQAs and others involved in the delivery of accredited and regulated qualifications in the hair and beauty sector. All of the fees in this book (with the exception of the L5+ uplift) are subject to a 15% discount for HBQA members, along with a 15% discount on all teacher, assessor and IQA courses!

For information on this community, and the current fees - please [visit our website](#)

# WHY DO I NEED THESE SERVICES?

As with all endorsements and approvals, in order to move forward and continue offering the correct and most relevant level of support to all centres, awarding organisations must review the relevant Quality Assurance (QA) processes and practices set out by the accrediting or regulating body.

There is a multitude of ways that these QA checks take place, including remotely and in-person. It is important that you fully understand what your accrediting or regulating body is requiring from your centre, and at what point.

If you are looking to move your business towards a new accrediting body, are just starting out on your journey or are looking to just discuss your current set up with the intention of streamlining, our consultancy fees are likely to be the most beneficial to you.

There are minimum expectations of your business when accessing this service, and this includes open, full disclosure of the companies current situation. This will allow accurate and relevant information to be discussed.

Depending on the services selected, your business responsibilities may change, and this is all outlined within each section.

Want to chat to someone?

The cost of your first 30 minute consultation is deducted from your first service purchased from us!

LOCATION	CONSULTANCY SERVICE	COST
Telephone/ video call	Initial consultation 30 minutes	£20
Telephone/ video call	Initial consultation 1 hour	£30
Telephone/ video call	Per hour (after initial consultation)	£20
1 business premises	On-site visit (includes up to 3 hours consultancy)	£100
Video Call	Centre suitability evaluation - up to 2 hours	£50

# TEACHING

Looking for a temporary, sessional or remote teacher?

Whilst we love our team, and are looking to keep them, they are often able to help other businesses who are trialling new courses, managing a period of growth, or looking for temporary cover.

If this is you - look no further.

## OUR RESPONSIBILITIES

The tutor, or teacher is the person who is carrying out the delivery of information to the learners. We expect our tutors to arrive to the session (remote or in person) on time, and looking professional, in line with the subject that they are delivering. However, as a temporary position, we don't ask them to wear branded uniforms.

The supplied tutor will be qualified to teach the subject requested, and will be able to provide current, up to date CPD for the current academic year. They will be able to interpret your session plan, and deliver to your content. They will be able to assess whether learning has taken place, however are not necessarily the 'Assessor'.

## YOUR RESPONSIBILITIES

To ensure the tutor can carry out their job effectively, you will be required to supply the following at least 7 days prior to the scheduled assessments.

- The names (and registration details, where applicable) of all learners included in the session, including details & criteria of the qualification that they are studying
- A detailed session plan that you would like the tutor to follow
- Any particular handbooks, textbooks, powerpoint etc that you want the tutor to use
- Access to any online platforms that may be required
- The time, date and venue (or link - with permissions to control) of the session
- Any information relating to reasonable adjustments, special considerations, recognised prior learning, or other delivery altering claims that are applicable for each individual
- A site health and safety risk assessment (for onsite visits)
- Copies of necessary licences, insurances and approvals to confirm that the learners are covered whilst carrying out assessments.

LOCATION	ASSESSMENT SERVICE	COST
Remote	Planning of session and creation of resources - per hour	£40
Online/remote	Delivery of session up to 3 hours	£100
Online/remote	Delivery of session up to 8 hours (including 1 hr break)	£200
1 business premises	Delivery of session up to 3 hours	£150
1 business premises	Delivery of session up to 8 hours (including 1 hr break)	£275

# ASSESSMENTS

Looking for a temporary, sessional or remote assessor?

Whilst we love our team, and are looking to keep them, they are often able to help other businesses who are trialling new courses, managing a period of growth, or looking for temporary cover.

If this is you - look no further.

## OUR RESPONSIBILITIES

An assessor is someone who assesses knowledge, skills and competencies. They are not necessarily the teacher. Our assessors will arrive at the centre, or on the link sent to them for remote assessments at the agreed time. They will look professional and be prepared.

Our assessors are unbiased, and trained to determine competency against a set criteria. They will analyse the evidence provided, give a result along with feedback, and improvement points where required. An action plan will be set in line with expectations of the accrediting/regulatory body.

## YOUR RESPONSIBILITIES

To ensure the assessor can carry out their job effectively, you will be required to supply the following at least 7 days prior to the scheduled assessments.

- The names (and registration details, where applicable) of all learners to be assessed, including details & criteria of the qualification that they are studying
- Any agreed assessment plans that are already in place
- The time and date of the agreed assessment/s for all learners
- Any information relating to reasonable adjustments, special considerations, recognised prior learning, or other evidence altering claims that are applicable for each individual
- A site health and safety risk assessment (for onsite visits)
- Copies of necessary licences, insurances and approvals to confirm that the learners are covered whilst carrying out assessments.

LOCATION	ASSESSMENT SERVICE	COST
Telephone/ video call	Professional Discussion or Observation (includes recording/ notes) - per learner up to 2 hours each	£40
Telephone/ video call	Professional Discussion or Observation (includes recording/ notes) - Group session - up to 6 learners for 2 hours	£60
Telephone/ video call	Professional Discussion or Observation (includes recording/ notes) - Group session - up to 6 learners for 6 hours	£150
Telephone/ video call	Per assignment marked online	£20
1 business premises	Professional Discussion or Observation (includes recording/ notes) - per learner up to 3 hours each	£100
1 business premises	Professional Discussion or Observation (includes recording/ notes) - Group session - up to 6 learners for 3 hours	£150
1 business premises	Professional Discussion or Observation (includes recording/ notes) - Group session - up to 6 learners for 6 hours	£200
1 business premises	Mock examination - up to 6 learners for up to 8 hours	£300

# INTERNAL QUALITY ASSURANCE SET-UP

IF YOU ARE PLANNING TO SET UP A NEW CENTRE, OR ARE LOOKING TO CHANGE YOUR EXISTING IQA, YOU WILL NEED A SET UP MEETING. This may be possible remotely, but it may be beneficial to have this all carried out on-site.

Internal Quality Assurance is a key to many regulated qualifications. Some qualifications require these, whilst others (examined) require quality checks ahead of costly examination bookings. You should always check with your awarding organisation about their IQA requirements. However, in the meantime - we can help!

In order to support the centre well, and maintain low risk reports, the IQA is the centre's first contact when support is required. The IQA must be in a position to offer support and flexibility with visits to the centre, in order to meet the EQA arrangements.

The responsibilities, preparation and set up of new IQA systems include:

- check qualifications of assessors are suitable for required outcomes,
- propose schedules to ensure cost and time efficiency,
- be available for and create records of meetings,
- approve RPL candidates and reasonable adjustments (where possible),
- check learners are registered, and for the correct qualification,
- observe the assessment procedure, including a sample of ALL types of assessment,
- check resources are sufficient and relevant,
- ensure all staff have up to date and sufficient CPD,
- check documentation held at centre meets requirements, and
- provide sufficient reports to the centre and EQA to support activity
- To communicate with the EQA on the centres behalf regarding quality assurance matters.

In order to support centres, the IQA must agree all planned IQA activity with the centre manager prior to work taking place. If the centre has provided information regarding all learners and courses, the IQA must take responsibility for ensuring the IQA schedule is cost and time efficient.

The workload during an IQA visit will vary greatly dependant on the centre. The number of visits an IQA will propose for an academic year, or full programme will depend on the following factors:

- Centre risk assessment (found on latest EQA report)
- Centre vulnerability (new centres, new assessors etc. )
- Number, and type of EQA visits planned per year
- Course details, including length of course, number of learners, start/finish dates etc.

## OUR RESPONSIBILITIES

To complete an IQA Set Up, the IQA will need to ensure all of the above information and evidence can be accessed as required, and is up to date.

This is the creation of an IQA file.

During the IQA Set Up, the IQA will create the structure for the file, and populate it with as much information as possible, given the evidence provided. Where evidence is not provided, the IQA will leave a clear action plan for the centre manager to be able to locate/generate the required information. This can then be picked up with the EQA/ Awarding Organisation directly, or contact can be made with the IQA on an hourly basis, depending on structure moving forward.

If you are starting from scratch, our IQAs can provide the policies, required assessment documents and templates (not including teaching and assessment materials), complete approval application forms and liaise with the EQA or AO on your behalf.

## YOUR RESPONSIBILITIES

It is not the IQA's responsibility to provide resources for practical and knowledge evidence, schemes of work and lesson planning, observations of teaching and learning (OTL), registration and claiming of learners certificates after the IQA process has been signed off, unless the agreement has been made prior to IQA activity taking place.

- The names, qualifications (copies required) and CPD logs for all assessors linked to the relevant qualifications
- The planned start and end dates of all relevant qualifications
- Allow ongoing, or timely access to online systems such as portfolios, tracking, monitoring and delivery materials.
- The names (and registration details, where applicable) of all learners every relevant qualification, including details & criteria of the qualification that they are studying (if already in place)
- Any agreed assessment plans that are already in place
- The time and date of the agreed assessment/s for all learners (if already planned)
- Any information relating to reasonable adjustments, special considerations, recognised prior learning, or other evidence altering claims that are applicable for each individual (if already in place)
- A site health and safety risk assessment (for onsite visits)
- Copies of necessary licences, insurances and approvals to confirm that the learners are covered whilst carrying out assessments.
- Copies of centre policies

LOCATION	ASSESSMENT SERVICE	COST
Remote meeting	IQA Set Up meeting - up to 3 hours	£200
1 business premises	IQA Set Up meeting - up to 3 hours	£250
Online	IQA Set Up Service (supply of policies, templates, approval application and EQA remote approval visit)	£400
1 business premises	IQA Set Up Service (supply of policies, templates, approval application and EQA in person approval visit)	£500



# INTERNAL QUALITY ASSURANCE ACTIVITY

Looking for a temporary, sessional or remote IQA?

You should always check with your awarding organisation about their IQA requirements. However, whatever the need for an IQA, we can help!

## OUR RESPONSIBILITIES

The IQA is there to evaluate the decisions of the assessor, and by doing so, assesses the knowledge, skills and competencies of the assessor. For in person visits, our IQA will arrive at the centre, or on the link sent to them for IQA activity at the agreed time. They will look professional and be prepared. For remote sampling, where no observations are required, our IQAs will perform thorough and timely cross checking of the evidence supplied at the time of checking.

Our IQAs are unbiased, and trained to determine competency against a set criteria. They will analyse the evidence provided, give a result along with feedback, and improvement points where required. An action plan will be set in line with expectations of the accrediting/regulatory body.

## YOUR RESPONSIBILITIES

To ensure the IQA can carry out their job effectively, you will be required to supply the following at least 7 days prior to the scheduled assessments.

- The names, qualifications (copies required) and CPD logs for all assessors linked to the relevant qualifications
- The planned start and end dates of all relevant qualifications
- Allow ongoing, or timely access to online systems such as portfolios, tracking, monitoring and delivery materials.
- The names (and registration details, where applicable) of all learners for every relevant qualification, including details & criteria of the qualification that they are studying (if already in place)
- Any agreed assessment plans, including time/date/venue that are already in place (observations)
- Any information relating to reasonable adjustments, special considerations, recognised prior learning, or other evidence altering claims that are applicable for each individual (if already in place)
- A site health and safety risk assessment (for onsite visits)
- Copies of necessary licences, insurances and approvals to confirm that the learners are covered whilst carrying out assessments.

LOCATION	ASSESSMENT SERVICE	COST
Live video stream	Observation - per learner up to 2 hours each	£40
Live video stream	Observation - up to 6 learners for 6 hours	£175
1 business premises	Observation - per learner up to 2 hours each	£100
1 business premises	Observation - up to 6 learners for 6 hours* (see p11)	£250
Telephone/video call	Lead/attend a remote meeting with an EQA - up to 3 hours	£150
Telephone/video call	Lead/attend a remote meeting with an EQA - up to 6 hours	£250
1 business premises	Lead/attend an in-person meeting with an EQA - up to 6 hours	£250
Online	Per remote sample	£25
Online	Moderation of learner assignment/submission	£25

# OBSERVATIONS OF TEACHING, LEARNING AND ASSESSMENT

Do you need your tutors to be observed? This may be a contractual requirement, or it may be a quality step that you would like to, or been advised to put in place.

Either way, it is reassuring to know that your tutors are performing well, in line with current expectations, and to get a breakdown as to where they may be able to improve.

**In this situation, it is important to remember that the observer is focussed on the quality of teaching, learning and assessment (of learning - not competence). They are not looking at the technical skills of the tutor or learner.**

## OUR RESPONSIBILITIES

We will send a suitably qualified tutor to observe your tutor carrying out delivery of their curriculum. Our observer will arrive at the centre, or on the link sent to them for remote assessments at the agreed time. They will look professional and be prepared. They will remain out of the main teaching zone (or have their camera and microphone off) to enable the lesson to continue without disruption. At no point in the session will they intervene. They will watch for approximately 1 hour, unless otherwise agreed.

Our observers are unbiased, and are looking at the styles, engagement and pedagogies employed during the delivery. They will analyse what they have observed, and give thorough and constructive feedback, and improvement points where required. An action plan will be set should it be required.

Our observers will only be able to comment on the presentation during the observation. If the observation is a result of a previous action plan, discuss the possibility of an unannounced observation with the tutor and with us, and we may be able to facilitate support observations to aid with improvement plans.

## YOUR RESPONSIBILITIES

To ensure the observer can carry out their job effectively, you will be required to supply the following at least 7 days prior to the scheduled assessments.

- The name/s of the tutor/s being observed.
- The tutors detailed session plan (to include reference to adaptations for learner needs and ILP integration)
- Any particular resources that the tutor is using (that are unable to be viewed during the session, but are relevant to the content)
- The time, date and venue (or link - with permissions to control) of the session
- A site health and safety risk assessment (for onsite visits)
- Copies of necessary licences, insurances and approvals to confirm that the learners are covered whilst carrying out sessions
- An agreed time for feedback to the tutor, and whether this needs to include any others (such as a line manager)

LOCATION	ASSESSMENT SERVICE	COST
Live video stream	Observation - up to 1 hour	£40
1 business premises	Observation - up to 1 hour	£60
Live video stream	Observation - up to 1 hour each tutor, up to 4 tutors	£130
1 business premises	Observation - up to 1 hour each tutor, up to 4 tutors	£200
Online/remote	Mentoring (post observation), per hour	£30

# ADDITIONAL COSTS

It is your responsibility to ensure that the chosen meeting method, i.e. in person, or remote/telephone/video calling is acceptable with the awarding organisation. The only time we take responsibility for this is when our representative has been booked to complete an IQA set up that involves liaising with the awarding organisation directly.

## TRAVEL COSTS

Due to the nature of workplace assessments and meetings, there may be some cases where we will need to charge additional costs for our assessment team to attend your workplace. These will be charged at 45p per mile for any assessments, meetings and visits required in the workplace that are situated over 40 miles from the main office address (Colchester, Essex).

There may be an option to have your observation carried out via video calling to eliminate this cost.

## QUALIFICATIONS COVERED

The prices stated above are for all Ofqual regulated hair, beauty and aesthetics qualifications up to and including Level 4, or their accredited equivalent.

In the case of an accredited qualification, we always follow the Ofqual equivalent unit, and its level. *For example, in the case of aesthetics anti-wrinkle treatments, the equivalent Ofqual regulated units is at L7, and therefore the accredited qualification will be treated as such, **regardless** of the level applied by the accreditation company.*

By doing this, we ensure that the teaching, learning, assessment and feedback, quality assurance systems and procedures associated with these qualifications meet the government recognised expectations. This avoids leaving gaps that may disadvantage any party in the process.

Because of this, the additional time and/or expertise of the team, we reserve the right to charge an additional premium on all teaching, assessment and IQA services for these qualifications/learners.

LOCATION	QUALIFICATION LEVEL	ADDITIONAL PREMIUM
Live video stream	Level 5	20%
1 business premises	Level 5	20%

LOCATION	QUALIFICATION LEVEL	ADDITIONAL PREMIUM
Live video stream	Level 7	25%
1 business premises	Level 7	25%

## IQA OBSERVATIONS - ON-SITE

Where possible, IQAs will check learner portfolios as part of their on-site visit. This is time allowing, and cannot take designated time from observations. Centres that have less than 6 learners, and have completed portfolios available during 6 hour on-site visits will not be charged extra per portfolio.

Essentially, an IQA attending a site for a full day, will attempt to complete as much IQA activity as is reasonably possible to ensure the session is cost effective for the centre, however, the set agenda must be maintained to ensure coverage of the agreed IQA activity.

## FOLLOW-UP / ADDITIONAL TIME REQUIRED

In some situations, it may not be possible for the team member to over-run, and follow up or additional meetings are required to be scheduled, or re-scheduled. Obvious potential timing clashes should be picked up in agenda setting. To avoid additional costs, it is important that the agenda is confirmed and agreed by both you and the representative visiting PRIOR to visits. If you are unsure of the timing required, please arrange a time when our representative can allow 1-2 hours over-run. This will allow you to be charged accordingly, without needing to book further full sessions at a later date.

Where an activity is unable to be completed in the time frame set, the over-run will be calculated per hour. The over-run will be chargeable per hour for any whole, or partial over-runs, and in all cases where the additional time or follow-up is required due to any of the following situations:

- Evidence was not available, or completed to the required standard at the time of activity
- Meetings run over due to additional content being added to the meeting agenda
- Action planning requires additional activity to ensure compliance, and this is requested or required to be with the tutor/assessor/IQA allocated as an immediate follow on to the current session
- Observation timings have over-run

The 'Per-Hour' fee schedule is as follows, and is subject to the qualification level uplift for all activity at L5 or above:

LOCATION	SERVICE	FEE PER ADDITIONAL HOUR
Live video stream	Consultation &/or mentoring services	£20
1 business premises	Consultation &/or mentoring services	£25
Live video stream	Tutoring services	£30
1 business premises	Tutoring services	£40
Live video stream	Assessment services - for individuals	£30
1 business premises	Assessment services - for individuals	£40
Live video stream	Assessment services - for groups	£40
1 business premises	Assessment services - for groups	£50
Live video stream	IQA Set Up meetings	£40
1 business premises	IQA Set Up meetings	£50
Live video stream	IQA Activity - for individuals	£30
1 business premises	IQA Activity - for individuals	£40
Live video stream	IQA Activity - for groups	£40
1 business premises	IQA Activity - for groups	£50

#### Future activity/sessions

In some cases, you want the same person to return to continue, or repeat the service. This is an organised and agreed session, which will follow the fee structure as laid out in the relevant service breakdown. The additional costs highlighted above are for unplanned over-runs or follow-ups.

These planned activities are managed and booked in the same way as the initial service.

# OTHER IMPORTANT INFORMATION

Essex Training Solutions Ltd (ETS) are working to organise a temporary solution to your teaching, learning and assessment needs. Employing, or contracting a team member to fill your roles long term is often a more cost effective solution. You will be given direct contact with a representative, however, we request that you do not attempt to arrange additional time and sessions with our representative directly. The reason for this is not financial, but that a tutor/assessor/IQAs personal 'risk rating' and CPD plan is personalised based on what activity they undertake, and with whom. An example would be, if a 'low risk' assessor starts to work with a centre that is currently a 'high risk' depending on the situation, other centres may need to be informed. In an attempt to maintain high standards across the sector and business, this information is held with ETS so that we can mitigate risk to other service users.

Where this request is not followed, and attempts to arrange times and sessions directly with the representative, ETS will withdraw support from the centre in its entirety, and inform all awarding organisations required of its decision. This is because centres, or centre managers that are willing to break service agreements are immediately a high risk.

We are happy to support centres who are, for many reasons, a 'high' or 'very high' risk. However, our selection of representative may change based on the information that has been supplied to us regarding these issues. It is important that you give ALL information, including reports and reviews from other IQAs, EQAs or accrediting bodies so that the correct support and action plan can be put in place for you.

If our representative is linked to another 'high' or 'very high' risk centre, or carries this status themselves, we will inform you before allocating them to your centre.

Our representatives will share their reports with the management team at ETS. They will not disclose outcomes of assessments, reports, meetings and decisions with any other team members external to your business. ETS reserve the right to disclose the submitted information to future representatives working with your business should your current representative, or future business needs change.

Our representatives are happy to record and report on your companies paperwork templates. Where this is requested, please ensure that this is made available to them in good time, and any errors or omissions are checked at the time of submission. It may not be possible to revisit and amend reports at a later date.