

# Teaching Centre & Student Fees 2023

## **IMPORTANT NOTES:**

- For use by CTH Approved Teaching Centres only.
- CTH only operates via its network of CTH Approved Teaching Centres and does not deal directly with students except in exceptional circumstances. All fees are charged to the Centre, which is then responsible for charging fees onwards to their students where applicable.
- All fees listed are plus VAT (where chargeable) to UK-based Centres. Centres outside the UK will normally not be charged VAT on fees.
- CTH reserves the right to review its fees where necessary at its discretion. A new Fee Sheet will usually be issued each September with any revised fees to be implemented from the beginning of the next calendar year, however on occasion there are additional mid-year changes or additions. Please check to ensure that you have the latest edition of this document.
- CTH's payment terms are that payment must be made within 30 days of the date of invoice.
- CTH fees are in Pounds Sterling. Where payments are being made from outside the UK, it is the responsibility of the Centre to make payment in Pounds Sterling and to meet the cost of any currency conversion or bank transfer costs incurred.
- Date this edition published: September 2022.
- If you have any queries about CTH fees, please email the CTH Operations Team at [info@cthawards.com](mailto:info@cthawards.com) and they will be pleased to assist.

# Teaching Centre Fees 2023

## New Centre Approval Fees *(First year only)*

New Centre application fee <i>(Payable on application)</i> .....	£500
New Centre approval fee <i>(NB. This fee permits application for any <b>three</b> CTH qualifications)</i> .....	£1,450
Supplementary approval fee for additional qualifications <i>(per qualification)</i> .....	£400
Additional new Branch centre to an existing Centre license <i>(each)</i> .....	£500

*The new Centre application and approval fees include:*

- 1. Pre-approval:** A detailed online discussion for pre-application information, advice and guidance.
- 2. Post approval** (to be scheduled to aid planning and preparation before delivery starts):
  - (a) Free workshop on 'Planning & Delivering CTH Qualifications'. This is an overview workshop and comprises up to 2 hours free training for Centre management and academic course leaders (up to 4 participants). It includes guidance on:
    - CTH expectations for qualification delivery and assessment.
    - The CTH resources available on the CTH Members website and how to use them effectively (including Centre resources, Guided Learning Hours, Total Qualification Time, study timetable etc.).
    - Avoiding malpractice and academic dishonesty.
    - Quality assurance (internal processes required by Centres along with CTH external QA procedures).
    - Administration of CTH courses, timing of student registrations, assessment registrations, late fees, etc.
    - Who to contact at CTH for different enquiries.
    - Pre-reading to get you started: Centre Manual and qualification Delivery & Assessment Handbooks.
  - (b) Course planning support either via email or discussion by phone or video conference, and review of plans for teaching and assessment.

*\* Delivered online (or in person in the UK subject to the Centre accepting responsibility for all travel and subsistence).*

## Centre Annual Re-Approval Fees *(To cover the costs of mandatory Ofqual quality assurance & compliance monitoring)*

Mandatory annual re-approval/quality assurance fee <i>(Per Centre or Branch)</i> .....	£395
Additional annual re-approval fee chargeable to any Centre or Branch registering less than 20 students per year .....	£300

## Other Centre Support Fees *(Chargeable on request or where deemed essential by CTH for Centre quality compliance)*

Workshop 1: 'Planning & Delivering CTH Programmes' - online workshop for Centre managers and academic course leaders* .....	FREE
Workshop 2: Qualification and Unit Familiarisation (per unit) - online workshop for lecturers* .....	£120
Workshop 3: Marker and Internal Verifier Training - online workshop* .....	£120
'Delivering Study Skills' online workshop for lecturers* .....	£120

*Notes:*

*Other training and support available on request. Please enquire for details.*

*\* Please note: All workshops to be delivered via online video call. Duration 2 hours maximum. Four centre staff per session. Training for lecturers, Internal Verifiers & Centre managers is also available on-site at the Centre at a cost of £650 per day. Travel, subsistence & accommodation will be charged additionally at cost. Cancellation by the Centre of a visit will incur the cost of any travel/accommodation costs incurred by CTH. Cancellation with less than 5 days notice will additionally incur 50% of the cost of CTH's booked daily fees for that visit.*

# Student Fees 2023 *(Payable to CTH by the Centre)*

## Student Membership Registration *(Mandatory for ALL students immediately at course start)*

All programmes .....FREE

## Assessment Fees *(Payable in full on registration for the first assessment of the programme)*

### MANAGEMENT PROGRAMMES (HOSPITALITY & TOURISM)

Level 3 Diploma in Essentials of Hospitality & Tourism .....	£150
Level 3 Foundation Diploma <i>(Hospitality &amp; Tourism or Hospitality Business variant)</i> .....	£240
Level 3 Foundation Diploma <i>(Hospitality Practice variant)</i> .....	£320
Level 4 Diploma <i>(all variants)</i> .....	£400
Level 5 Advanced Diploma <i>(all variants)</i> .....	£435
Level 6 Professional Diploma .....	£435
Level 7 Executive Diploma <i>(all variants)</i> .....	£575

### CULINARY SKILLS PROGRAMMES

Level 2 Award in Cookery Skills <i>(whether Standard or Vegetarian or Healthy Eating variant)</i> .....	£135
Level 2 Institute of Hospitality Specialist Award for Chefs in Health & Social Care .....	£70
Level 2 Award in Food Safety & Hygiene .....	£95
Level 2 Certificate in Culinary Skills .....	£155
Level 2 Diploma in Culinary Skills <i>(whether Standard or Confectionery &amp; Patisserie variant)</i> .....	£235
Level 3 Certificate in Professional Cookery .....	£155
Level 3 Extended Certificate in Professional Cookery .....	£175
Level 3 Diploma in Professional Cookery <i>(whether Standard or Kitchen &amp; Larder or Confectionery &amp; Patisserie variant)</i> .....	£235
Level 4 Diploma in Culinary Arts .....	£350

### CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMMES

Level 2 Award in Front Office, Housekeeping or Restaurant & Bar Service .....	£75
Level 2 Award in Hospitality Practice .....	£95
Level 2 Certificate in Hospitality Practice .....	£155
Level 2 Award in Barista Skills .....	£95
Level 2 Certificate in Professional Restaurant Front of House Service.....	£195
Level 2 Diploma in Cruise Hospitality Services .....	£195
Level 2 Certificate in Professional Bartending Skills .....	£125
Level 4 Diploma in Professional Bar Management .....	£355
Virgin Atlantic Fares & Ticketing Level 2 VA-1 or Level 3 VA-2 or Level 2 Earth .....	£100
Level 3 Certificate in Management & Leadership for Business & Hospitality .....	£180
Level 3 Institute of Hospitality Diploma in Hospitality Management .....	£355
Level 4 Institute of Hospitality Diploma in Advanced Hospitality Management .....	£405
Level 4 Certificate in Environmental Sustainability Management in Hospitality .....	£300
CTH Certificate in English for Tourism and Hospitality <i>(non-Ofqual)</i> .....	£225

*/continued overleaf*

# Student Fees 2023 *(Continued)*

## Additional Fees *(Payable in full on issue)*

Exemptions/Recognition of Prior Learning <i>(per unit claimed)</i> .....	£50
Assessment transfer fee <i>(within deadline)</i> .....	£10
Assessment transfer fee <i>(after deadline)*</i> .....	£20
Unit re-sits** .....	Pro-rata to the original assessment fee (rounded up to the nearest £)
CTH individual unit certificate*** .....	£25
Certificate reprint*** .....	£25
Late entry assessment fee supplement <i>(per unit)</i> .....	£15
Enquiry about results: Re-mark or detailed feedback <i>(per unit)</i> .....	£60

### Notes:

\* *Applies 10 working days before examination sessions or the late registration deadline*

\*\* *VA programme re-sits £25*

\*\*\* *Subject to additional shipping costs worldwide*

**Fast-Track** is available for some programmes at an additional charge of £25 per unit at Levels 1 to 6 and £40 per unit at Level 7. Please enquire for further details.

**NB.** Late entries for either exams or assignments submitted less than 10 working days before the date of assessment will not be processed, but will transfer to the next assessment window and incur transfer fees as appropriate.