

## End-point assessment of apprentices

CifA Qualifications charges a flat rate, per apprentice, for the delivery of end-point assessment, as detailed below.

|                      |                                   |
|----------------------|-----------------------------------|
| Qualification        | Level 3 Archaeological Technician |
| Price per apprentice | 1800                              |
| Payment schedule     | 900 at gateway                    |
|                      | 900 at results email              |

|                      |                                               |
|----------------------|-----------------------------------------------|
| Qualification        | Level 4 Historic Environment Advice Assistant |
| Price per apprentice | 2000                                          |
| Payment schedule     | 1000 at gateway                               |
|                      | 1000 at results email                         |

|                      |                                   |
|----------------------|-----------------------------------|
| Qualification        | Level 7 Archaeological Specialist |
| Price per apprentice | 3000                              |
| Payment schedule     | 1500 at gateway                   |
|                      | 1500 at results email             |

## NVQ assessment

|                     |                                                    |
|---------------------|----------------------------------------------------|
| Qualification       | Level 3 NVQ certificate in archaeological practice |
| Price per candidate | 1600                                               |
| Payment schedule    | 1600 in full or:                                   |
|                     | 4 x instalments of 400                             |

## Complaints and appeals procedures

**Where an appellant is successful, fees are refunded.** Please see our published process and policy documents for full details of all procedures.

### Complaints

#### Complaints procedure

|           |        |                            |
|-----------|--------|----------------------------|
| stage one | no fee | IQA assessment of evidence |
| stage two | £100   | investigation plan         |

#### Appeal against a complaints decision

|      |                                    |
|------|------------------------------------|
| £100 | third-party assessment of evidence |
|------|------------------------------------|

### Appeals against an assessment decision

#### Appeals procedure: assessment decision

|             |        |                    |
|-------------|--------|--------------------|
| stage one   | no fee | informal meeting   |
| stage two   | £100   | investigation plan |
| stage three | £200   | appeal panel       |

### Appeals against a reasonable adjustment decision

#### Appeals procedure: reasonable adjustment decision

|             |        |                    |
|-------------|--------|--------------------|
| stage one   | no fee | informal meeting   |
| stage two   | £100   | investigation plan |
| stage three | £200   | appeal panel       |