

LASER Products and Prices

2018 - 2019

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1. Introduction

This document contains information on Laser Learning Awards (LASER) products and prices for 2018 -2019. It lists all prices relating to Ofqual regulated qualifications (except those in the security industry offered under the Trident Awards brand), and unregulated provision and prices relating to Access to HE Diplomas regulated by QAA, which can be found on the [LASER website](#).

The products and prices published in this document are effective from 1 August 2018 to 31 July 2019, and are accurate at the time of publication. It is the responsibility of the approved centre to ensure the most up-to-date version of this document is in use. In the event of non-payment of accounts LASER reserves the right to suspend registrations, withhold certificates and withdraw centre approval.

Please [contact us](#) if you have any questions about our products and prices.

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2. Standard Centre Fees: Ofqual Regulated and Unregulated Provision

Please note that centres which offer Ofqual regulated/unregulated provision, AND Access to HE Diplomas, will only be charged an application fee once, and subsequently one annual approval fee per year.

Application Fee (at point of application)	
Includes evaluation of the centre's ability to deliver LASER's Ofqual regulated and/or unregulated provision, including policies and procedures for assessment, internal quality assurance, curriculum planning and administration. Approval is subject to final approval by the LASER Board of Trustees and the application fee is non-refundable.	£360
Annual Centre Approval Fee (for approved centres)	
Charged once annually for approved centres offering Ofqual regulated and/or unregulated provision. It is calculated on a pro rata basis for year 1 from the date a new centre is approved, and from 1 August to 31 July in subsequent years. This fee is non-refundable even in the event a centre withdraws from approval part way through the year.	£395

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3. Additional Charges: Ofqual Regulated and Unregulated Provision

Late Registration Fee (per learner)	
Learners must be registered as follows to avoid late fees: <ul style="list-style-type: none"> • Within 25 working days from the start date for courses of 12 weeks or less. • Within 60 working days from the start date for courses of more than 12 weeks. 	£17
Replacement Certificate Fee (per certificate)	
Where requested by the learner, or due to errors by the centre. <i>Please note that the replacement certificate will only be issued once full payment has cleared through our bank, and a £10 charge will be made for overseas postage.</i>	£26
Request for Re-Assessment/Re-Marking of Learner's Assessment/ Examination (per assessment/examination paper)	
May be made by the learner, or the centre on the learner's behalf, in relation to assessments/examinations marked by LASER only. LASER will provide a written report but will not provide correct answers or a copy of the learner's marked assessment/examination. If the assessment decision is reversed a full refund will be issued. <i>Please note that re-assessment/remarking will only take place once full payment has cleared through our bank. All requests for re-assessment of centre-marked work must be made directly to the centre.</i>	£26
Administration Fee (per occurrence)	
Where necessary, for example when an error is made by a centre which requires corrective action by LASER.	£52
Centre Address Amendment	
When a centre changes its address as registered with LASER.	£26
Centre Name Amendment	
When a centre changes the name under which it has received LASER approval. A new centre agreement is required to be signed, and a new centre recognition certificate will be issued.	£52
Low registrations fee	
If a centre makes fewer than 100 Ofqual regulated qualification registrations (or 50 unregulated course registrations where the centre only offers unregulated provision) during any LASER approval year (1 August to 31 July). Invoiced at the end of the year.	The balance of the difference between 100/50 (as appropriate) registrations and the number of registrations actually made, at the lowest price qualification which the centre is offering

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4. Business Development Services: Ofqual Regulated and Unregulated Provision

Additional Support	
Additional meetings and/or support sessions delivered at your centre and tailored to your organisation's requirements.	£255 per half day plus travel expenses
Consultancy	
Providing expert advice and consultancy service.	£510 per day plus travel expenses
Planning Potential New Qualifications	
To explore the potential for developing an Ofqual regulated qualification. This includes scoping and research in response to a written brief from the organisation proposing the qualification. If the project proceeds to qualification development, there will be no further development fees.	£900 per day plus travel expenses
Unregulated (Bespoke) Unit Writing	
Units of assessment which are written to quality standards – these units will not be regulated by Ofqual and the courses will only be available to the originating centre. Unregulated provision may also be non-unit based – please discuss this with us if this may be appropriate.	
Writing new units To reflect learning aims and content supplied to us.	£120 per unit
Reviewing new draft units Reviewing, and amending as necessary, new units written by a customer.	£50 per unit
Amending/reviewing existing approved units Reviewing, and amending as necessary, existing approved units.	£25 per unit

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5. Unregulated Course Fees (Bespoke - Not Ofqual Regulated)

LASER offers an unregulated provision development service (see 4. Business Development Services).

The following table refers to the registration fees per learner for unregulated provision where it is unit-based. Please discuss with us potential prices for non-unit based unregulated provision.

All levels

Size of Course	Registration Fee
1-3 credits	£19
4-6 credits	£29
7-9 credits	£36
10-12 credits	£47
13-15 credits	£60
16-18 credits	£71
19-21 credits	£82
22-24 credits	£94
25-30 credits	£105
31-36 credits	£117
37-45 credits	£119
46-52 credits	£129
53+ credits	£149+ according to size

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6. Ofqual Regulated Qualification Fees

The following are the registration fees per learner for Ofqual regulated qualifications.

NB Fees for qualifications in the security sector under the Trident Awards brand can be found on the [LASER website](#).

Assessment and Internal Quality Assurance

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
600/6266/6	126342	LASER Level 3 Award in Understanding the Principles and Practices of Assessment	£22
600/6264/2	126341	LASER Level 3 Award in Assessing Competence in the Work Environment	£35
600/6265/4	126343	LASER Level 3 Award in Assessing Vocationally Related Achievement	£35
600/6267/8	126345	LASER Level 3 Certificate in Assessing Vocational Achievement	£60
600/5936/9	126300	LASER Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice	£31
600/5941/2	126298	LASER Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	£57
600/5942/4	126125	LASER Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	£80

Education and Training

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
601/0506/9	126451	LASER Level 3 Award in Education and Training	£50
601/0517/3	126452	LASER Level 4 Certificate in Education and Training	£112
601/0518/5	126453	LASER Level 5 Diploma in Education and Training	£166

Enhancing Employability

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
600/7483/8	126410	LASER Level 1 Award for Enhancing Employability	£36
600/7744/X	126414	LASER Level 1 Certificate for Enhancing Employability	£60
600/7484/X	126409	LASER Level 2 Award for Enhancing Employability	£36
600/7951/4	126415	LASER Level 2 Certificate for Enhancing Employability	£60

Forest School

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
603/2810/1	127528	LASER Level 1 Award in Forest School Ethos and Principles	£19
603/2811/3	127529	LASER Level 2 Award for Forest School Assistants	£29
603/2812/5	127530	LASER Level 3 Certificate for Forest School Leaders	£68

Getting Into Employment

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
600/8638/5	126432	LASER Level 1 Award in Getting Into Employment	£34
600/8902/7	126435	LASER Level 1 Extended Award in Getting Into Employment	£44
600/8898/9	126436	LASER Level 1 Certificate in Getting Into Employment	£58
600/8656/7	126433	LASER Level 2 Award in Getting Into Employment	£34
600/8903/9	126438	LASER Level 2 Extended Award in Getting Into Employment	£44
600/8899/0	126437	LASER Level 2 Certificate in Getting Into Employment	£58

Independent Living

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
601/7209/5	127388	LASER Entry Level Award in Independent Living (Entry 1) (Accessing Community Facilities)	£28
601/7209/5	127389	LASER Entry Level Award in Independent Living (Entry 1) (Employability Skills)	£28
601/7209/5	127390	LASER Entry Level Award in Independent Living (Entry 1) (Household Skills)	£28
601/7209/5	127391	LASER Entry Level Award in Independent Living (Entry 1) (Learning Skills)	£28
601/7209/5	127392	LASER Entry Level Award in Independent Living (Entry 1) (Leisure Activities)	£28
601/7209/5	127393	LASER Entry Level Award in Independent Living (Entry 1) (Personal Care)	£28
601/7209/5	127394	LASER Entry Level Award in Independent Living (Entry 1) (Personal Development)	£28
601/7209/5	127395	LASER Entry Level Award in Independent Living (Entry 1) (Rights and Responsibilities)	£28
601/7212/5	127412	LASER Entry Level Certificate in Independent Living (Entry 1) (Living in the Community)	£60
601/7212/5	127413	LASER Entry Level Certificate in Independent Living (Entry 1) (Looking After Yourself and Your Home)	£60

Independent Living continued

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
601/7210/1	127396	LASER Entry Level Award in Independent Living (Entry 2) (Accessing Community Facilities)	£28
601/7210/1	127397	LASER Entry Level Award in Independent Living (Entry 2) (Employability Skills)	£28
601/7210/1	127398	LASER Entry Level Award in Independent Living (Entry 2) (Household Skills)	£28
601/7210/1	127399	LASER Entry Level Award in Independent Living (Entry 2) (Learning Skills)	£28
601/7210/1	127400	LASER Entry Level Award in Independent Living (Entry 2) (Leisure Activities)	£28
601/7210/1	127401	LASER Entry Level Award in Independent Living (Entry 2) (Personal Care)	£28
601/7210/1	127402	LASER Entry Level Award in Independent Living (Entry 2) (Personal Development)	£28
601/7210/1	127403	LASER Entry Level Award in Independent Living (Entry 2) (Rights and Responsibilities)	£28
601/7213/7	127414	LASER Entry Level Certificate in Independent Living (Entry 2) (Living in the Community)	£60
601/7213/7	127415	LASER Entry Level Certificate in Independent Living (Entry 2) (Looking After Yourself and Your Home)	£60
601/7211/3	127404	LASER Entry Level Award in Independent Living (Entry 3) (Accessing Community Facilities)	£28
601/7211/3	127405	LASER Entry Level Award in Independent Living (Entry 3) (Employability Skills)	£28
601/7211/3	127406	LASER Entry Level Award in Independent Living (Entry 3) (Household Skills)	£28
601/7211/3	127407	LASER Entry Level Award in Independent Living (Entry 3) (Learning Skills)	£28
601/7211/3	127408	LASER Entry Level Award in Independent Living (Entry 3) (Leisure Activities)	£28
601/7211/3	127409	LASER Entry Level Award in Independent Living (Entry 3) (Personal Care)	£28
601/7211/3	127410	LASER Entry Level Award in Independent Living (Entry 3) (Personal Development)	£28
601/7211/3	127411	LASER Entry Level Award in Independent Living (Entry 3) (Rights and Responsibilities)	£28
601/7214/9	127416	LASER Entry Level Certificate in Independent Living (Entry 3) (Living in the Community)	£60
601/7214/9	127417	LASER Entry Level Certificate in Independent Living (Entry 3) (Looking After Yourself and Your Home)	£60

Induction to College

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
600/5871/7	126154	LASER Entry Level Award in Induction to College (Entry 3)	£17
600/5872/9	126301	LASER Level 1 Award in Induction to College	£17
600/5873/0	126302	LASER Level 2 Award in Induction to College	£17

Interpreting and Advocacy in the Community

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
603/3039/9	127533	LASER Level 3 Award in Interpreting and Advocacy in the Community (Bilingual Advocacy)	£61*
603/3039/9	127534	LASER Level 3 Award in Interpreting and Advocacy in the Community (Community Interpreting)	£61*

*Special price of £103 applies when learners are registered for both pathways at the same time.

Learning, Employability and Progression (LEAP)

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
601/2945/1	127023	LASER Entry Level Introductory Award for Learning, Employability and Progression (Entry 3)	£13
601/2946/3	127024	LASER Entry Level Award for Learning, Employability and Progression (Entry 3)	£20
601/2947/5	127025	LASER Entry Level Extended Award for Learning, Employability and Progression (Entry 3)	£24
601/3002/7	127026	LASER Entry Level Introductory Certificate for Learning, Employability and Progression (Entry 3)	£34
601/3163/9	127027	LASER Entry Level Certificate for Learning, Employability and Progression (Entry 3)	£54
601/3172/X	127028	LASER Entry Level Extended Certificate for Learning, Employability and Progression (Entry 3)	£64
601/3164/0	127029	LASER Entry Level Diploma for Learning, Employability and Progression (Entry 3)	£98
601/3003/9	127030	LASER Level 1 Introductory Award for Learning, Employability and Progression	£13
601/3004/0	127031	LASER Level 1 Award for Learning, Employability and Progression	£20
601/3161/5	127032	LASER Level 1 Extended Award for Learning, Employability and Progression	£24
601/3146/9	127033	LASER Level 1 Introductory Certificate for Learning, Employability and Progression	£34
601/3162/7	127034	LASER Level 1 Certificate for Learning, Employability and Progression	£54

Learning, Employability and Progression (LEAP) continued

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
601/3165/2	127035	LASER Level 1 Extended Certificate for Learning, Employability and Progression	£64
601/3166/4	127036	LASER Level 1 Diploma for Learning, Employability and Progression	£98

Supporting Learning

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
600/7820/0	126416	LASER Level 3 Certificate in Supporting Learning	£105

Notetaking Skills for Support Staff

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
603/1155/1	127476	LASER Level 3 Award in Notetaking Skills for Support Staff Working With Sensory Impaired Learners (Vision Impairments)	£35*
603/1155/1	127477	LASER Level 3 Award in Notetaking Skills for Support Staff Working With Sensory Impaired Learners (Deaf and Hard of Hearing)	£35*

*Special price of £47 applies when learners are registered for both pathways at the same time.

Participating in Learning

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
600/9515/5	126445	LASER Entry Level Award in Participating in Learning (Entry 2)	£28
600/9517/9	126446	LASER Entry Level Certificate in Participating in Learning (Entry 2)	£60
600/9519/2	126447	LASER Entry Level Diploma in Participating in Learning (Entry 2)	£116

Personal Career Planning

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
600/8900/3	126431	LASER Level 1 Award in Personal Career Planning	£17

Personal Licence Holders (APLH)

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
603/2603/7	127526	LASER Level 2 Award for Personal Licence Holders (APLH)	£17

Personal Progress

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
600/5986/2	126331	LASER Entry Level Award in Personal Progress (Entry 1)	£36
600/6035/9	126332	LASER Entry Level Certificate in Personal Progress (Entry 1)	£60
600/6061/X	126333	LASER Entry Level Diploma in Personal Progress (Entry 1)	£116

Preparing to Get a Job

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
600/9516/7	126441	LASER Entry Level Award in Preparing to Get a Job (Entry 2)	£28
600/9518/0	126442	LASER Entry Level Certificate in Preparing to Get a Job (Entry 2)	£60
600/9503/9	126443	LASER Entry Level Diploma in Preparing to Get a Job (Entry 2)	£116

Progression

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
600/4958/3	127057	LASER Entry Level Award in Progression (Entry 3)	£29
600/5005/6	127058	LASER Entry Level Certificate in Progression (Entry 3)	£35
600/4949/2	127059	LASER Level 1 Award in Progression	£36
600/5000/7	127060	LASER Level 1 Certificate in Progression	£60
600/4586/3	127061	LASER Level 1 Diploma in Progression	£93
600/5026/3	127062	LASER Level 2 Award in Progression	£45
600/5024/X	127063	LASER Level 2 Certificate in Progression	£70
600/5025/1	127064	LASER Level 2 Diploma in Progression	£116
600/5036/6	127065	LASER Level 3 Award in Progression	£60
600/5040/8	127066	LASER Level 3 Certificate in Progression	£81

Research Skills

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
600/2786/1	126061	LASER Level 3 Award in Research Skills for Academic Study	£18

Skills for Working in Health and Social Care Professions

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
601/6209/0	127315	LASER Level 2 Certificate in Skills for Working in Health and Social Care Professions (<i>Medical Profession</i>)	£75
601/6209/0	127316	LASER Level 2 Certificate in Skills for Working in Health and Social Care Professions (<i>Midwifery</i>)	£75
601/6209/0	127317	LASER Level 2 Certificate in Skills for Working in Health and Social Care Professions (<i>Mental Health Nursing</i>)	£75
601/6209/0	127318	LASER Level 2 Certificate in Skills for Working in Health and Social Care Professions (<i>Nursing</i>)	£75
601/6209/0	127319	LASER Level 2 Certificate in Skills for Working in Health and Social Care Professions (<i>Occupational Therapy</i>)	£75
601/6209/0	127320	LASER Level 2 Certificate in Skills for Working in Health and Social Care Professions (<i>Paramedical Profession</i>)	£75
601/6209/0	127321	LASER Level 2 Certificate in Skills for Working in Health and Social Care Professions (<i>Physiotherapy</i>)	£75
601/6209/0	127322	LASER Level 2 Certificate in Skills for Working in Health and Social Care Professions (<i>Radiography/Medical Imaging</i>)	£75
601/6209/0	127323	LASER Level 2 Certificate in Skills for Working in Health and Social Care Professions (<i>Social Care</i>)	£75
601/6209/0	127324	LASER Level 2 Certificate in Skills for Working in Health and Social Care Professions (<i>Social Work</i>)	£75
601/6209/0	127325	LASER Level 2 Certificate in Skills for Working in Health and Social Care Professions (<i>General Health and Social Care</i>)	£75

Sport and Enterprise in the Community

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
601/6058/5	127310	LASER Level 2 Diploma in Sport and Enterprise in the Community	£135
601/6064/0	127311	LASER Level 3 Diploma in Sport and Enterprise in the Community	£162

Supporting Young People Leaving Care in Post-16 Education

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
600/3710/6	126123	LASER Level 3 Award in Supporting Young People Leaving Care in Post-16 Education	£24

Understanding How to Use Business Software

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
601/6131/0	127314	LASER Level 1 Award in Understanding How to Use Business Software	£31

Understanding Stewarding at Spectator Events

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
601/6061/5	127312	LASER Level 2 Award in Understanding Stewarding at Spectator Events	£24

Working in Creative and Cultural Industries

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
603/2461/2	127514	LASER Level 2 Certificate in Skills for Working in Creative and Cultural Industries (Administration)	£80
603/2461/2	127515	LASER Level 2 Certificate in Skills for Working in Creative and Cultural Industries (and Information Management)	£80
603/2461/2	127516	LASER Level 2 Certificate in Skills for Working in Creative and Cultural Industries (Community Arts)	£80
603/2461/2	127522	LASER Level 2 Certificate in Skills for Working in Creative and Cultural Industries (Creative and Cultural Professions)	£80
603/2461/2	127517	LASER Level 2 Certificate in Skills for Working in Creative and Cultural Industries (Curation and Collections Management)	£80
603/2461/2	127518	LASER Level 2 Certificate in Skills for Working in Creative and Cultural Industries (Digital Media)	£80
603/2461/2	127519	LASER Level 2 Certificate in Skills for Working in Creative and Cultural Industries (Events Organisation)	£80
603/2461/2	127520	LASER Level 2 Certificate in Skills for Working in Creative and Cultural Industries (Technical Theatre)	£80
603/2461/2	127521	LASER Level 2 Certificate in Skills for Working in Creative and Cultural Industries (Venue Operation)	£80

Youth Work Practice

Qualification Code	LASER Quartz Code	Qualification Title	Registration Fee
601/5565/6	127251	LASER Level 2 Award in Youth Work Practice	£31
601/5567/X	127252	LASER Level 2 Certificate in Youth Work Practice	£85
601/5568/1	127253	LASER Level 3 Certificate in Youth Work Practice	£85
601/5569/3	127254	LASER Level 3 Diploma in Youth Work Practice	£113

7. Quality Mark

The LASER Quality Mark is recognition of a quality training programme/course which meets certain requirements. There are three tiers available, depending on individual needs.

Application Fee (per course)	
Payable at the time of application.	£395
Annual Fee (per course per year)	
Invoiced upon approval according to tier awarded, and subsequently each year:	
- LASER Quality Mark	£262
- LASER Enhanced Quality Mark	£393
- LASER Premier Quality Mark	£524
Includes for all tiers:	
<ul style="list-style-type: none"> • One quality assurance review per year. • Use of LASER Quality Mark logo for approved documentation. 	
LASER Quality Mark course approval certificate.	
Additional Visits (if required)	
LASER support rate.	£255 per half day plus travel expenses
Optional Certification Fee (per certificate per learner)	
If required by centre.	£11

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8. Sixth Form Baccalaureate (SFBac)

The Sixth Form Baccalaureate is a curriculum framework designed by the Sixth Form Colleges Association (SFCA) to recognise excellent all-round sixth form education, and quality assured by LASER. It is available to **sixth form colleges only**.

Note – sixth form colleges who participated in the SFBac pilot, have their annual fee reduced - see below.

Set-Up and Peer Review Cost (one-off fee at the time of application)	
For new applicants only.	£210
Mode A: Certificates Printed by LASER (annual fee plus certificate printing fee)	
Includes:	
- External quality assurance.	£395 per year (£185 for pilot colleges)
- General administration and on-going support.	Plus £5 per certificate printed
- Provision of printed certificates for successful students.	
Replacement Certificate Fee (per certificate)	
Where errors made by college in student data submitted to LASER.	£26

Mode B: Certificates Printed by Sixth Form College *(annual fee, plus blank certificates purchase fee paid to SFCA)*

<p>Includes:</p> <ul style="list-style-type: none"> - External quality assurance. - General administration and on-going support. - Security checks and approval to print own certificates. - Supply of blank certificates from SFCA for own printing. 	<p>£600 (£390 for pilot colleges) Plus £1 per certificate supplied, to be paid to SFCA</p>
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9. Access to HE Diploma Fees: QAA Regulated

Details of Access fees can be found here on the [LASER website](#).

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10. Trident Awards Fees: LASER's Security Industry Qualifications

Details of LASER's Trident Awards fees for qualifications in the security industry can be found here on the [LASER website](#).

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11. Invoicing Policy

An invoice is a document issued to formally request payment for goods or services supplied. The issuing of an invoice indicates that the recipient must settle their account with us according to our payment terms as shown on the invoice.

Invoices will contain the following information:

- The word 'Invoice'.
- A unique reference number.
- The date of the invoice.
- Our company registration details.
- The recipient's name and contact details.
- A description of the goods or services supplied.
- Unit price, where relevant.
- Total amount payable.
- Payment terms, including method of payment.
- A purchase order number or customer reference, where applicable.

Invoices will be issued in a timely manner in relation to goods or services supplied.

Invoices will usually be emailed to the recipient.

Interest will be added to any invoices not paid within the stated terms.

Invoices will be retained for six full years plus the current year.

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12. Nested Qualification Pricing (Ofqual Regulated and Unregulated Qualifications) – How to Save Money

10% discount is available per learner per registration progressing through a nested qualification suite.

To ensure you receive this discount, set up three separate courses for the required qualification, one at each size: Award, Certificate and Diploma. (For example, L1 Award in Progression, L1 Certificate in Progression, and L1 Diploma in Progression). Our Customer Support Team can help you with this process so that it is quick and easy – [contact us](#) if you need any assistance.

Once you have registered your cohort on the LASER web portal, you will find 'Notes on this submission' at the bottom of the ERegistration Submission page. For a cohort that has previously achieved an Award or Certificate, you must write here, as appropriate: 'Learners previously achieved Award: 10% discount' or 'Learners previously achieved Certificate: 10% discount'.

Please note that the 10% discount applies to a nested qualification of exactly the same title, not nested qualifications of different titles within a suite. Please check with us if you are unsure about this.

Remember to **claim learner achievement as they achieve**. Please only claim once per learner per run to avoid being charged if the learner achieves any additional qualification(s) on the same run.

Rules of Combination

The benefit of setting up your courses in the way described above (Award/Certificate/Diploma) is that the rules of combination can be easily achieved and carried forward, and you will receive a discount for each achievement after the first.

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13. Payments

BACS payment	Free of charge Please quote our invoice number
Credit card payment made by telephone	Free of charge
Debit card payment made by telephone	Free of charge

NB In line with current banking practice we no longer issue or receive payment by cheques.

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