

Valid from 1 April 2024 to 31 March 2025

## Introduction

The Chartered Institute of Housing (CIH) is the independent voice for housing and the home of professional standards. CIH is a registered charity and not-for-profit organisation.

The CIH Awarding Organisation (AO) provides nationally recognised housing qualifications, regulated by The Office of Qualifications and Examinations Regulation (Ofqual), Scottish Qualifications Authority Accreditation (SQA Accreditation), Council for the Curriculum, Examinations and Assessment (CCEA) and Qualifications Wales (QW). We are dedicated to providing the highest quality, relevant and up-to-date qualifications for aspiring professionals in the sector.

## Mandatory centre fees

New centre approval	<b>£840</b>	Non-refundable charge made to centre on submission of a centre approval application form. Covers the cost of the application process.
Annual centre renewal	<b>£670</b>	Annual charge made to all approved centres to cover services and customer support, for example: <ul style="list-style-type: none"><li>• Annual External Quality Assurer (EQA) visit</li><li>• Centre forums</li><li>• Administration and other support</li><li>• Access to IT systems</li></ul>

## Supplementary fees for services available to centres

Approval to deliver an additional qualification	<b>£405</b>	Non-refundable charge made to centre on submission of a new qualification approval application form. Covers the cost of the application process.
Approval to deliver an additional unit	<b>£60</b>	Non-refundable charge made to centre on submission of a new unit approval application form. Covers the cost of the application process.
Additional EQA visit	<b>£670</b>	Charge made to centre for additional EQA support visit. <sup>1</sup>
Additional EQA / Moderator support	<b>£205</b>	Per day charge made to centre for additional EQA or moderator support.
Assessment / assignment approval	<b>£45</b>	Centres are required to have assignments approved for units of qualifications. This service is not charged for on the first and second attempt. However, if the assignment must be reviewed a third time, a charge to contribute to this cost will be made.
Appeal fee	<b>£52</b>	If an appeal made by a centre is not upheld this fee is chargeable to cover administration and investigation costs. See appeals policy for further information.

<sup>1</sup> Inclusive of EQA expenses.

## Standard qualification fee per learner

If a learner defers and returns to learning within a year, the centre will not be invoiced again provided the learner is still aiming to complete the original qualification or combination of units that they are registered against.

It is therefore advised that centres register learners on the most appropriate qualification or combination of units.

Scheme code	Qualification title	Min. no. of units	Fee per learner
2R04	CIH Level 2 Award in Involvement in Housing and Communities	3	£122.50
2P03	CIH Level 2 Award in Letting and Managing Residential Property	3	£122.50
2H04	CIH Level 2 Certificate in Housing Practice	4	£145
5S07	CIH Certificate in Housing Practice at SCQF level 5	4	£145
5S08	CIH Award in Neighbourhood Maintenance at SCQF Level 5	5	£167.50
3H13	CIH Level 3 Award in Housing Practice	3	£122.50
3A03	CIH Level 3 Certificate in Housing Maintenance and Asset Management	4	£145
3H14	CIH Level 3 Certificate in Housing Practice	8	£235
3H12	CIH Level 3 Certificate in Housing Services	4	£145
3P03	CIH Level 3 Certificate in Letting and Managing Residential Property	5	£167.50
3H18	CIH Level 3 Certificate in Providing Homelessness Services	4	£145
6S09	CIH Certificate in Letting and Managing Residential Property at SCQF Level 6	5	£167.50
4A08	CIH Level 4 Certificate in Managing Housing Maintenance	6	£235
4A09	CIH Level 4 Certificate in Managing Housing Maintenance	6	£235
4H09	CIH Level 4 Certificate in Housing	6	£235
4H11	CIH Level 4 Certificate in Housing	6	£235
5H01	CIH Level 5 Diploma in Housing	6	£235

## Unit registration fees

Where the option is available a learner can take single units based on the fees below, for example a learner taking a single level 2 unit would be chargeable at £77.50.

Contact [awarding.organisation@cih.org](mailto:awarding.organisation@cih.org) to discuss offering single units.

Unit Registration fee	<b>£55</b>
Learner level 2/3 unit fee	<b>£22.50</b>
Learner level 4/5 unit fee	<b>£30</b>

## Associated learner fees

Replacement certificate fee <sup>2</sup>	<b>£52</b>	Inclusive of 20% VAT. The charge payable to order a replacement certificate using the form provided.
Late registration fee	<b>£52</b>	Inclusive of 20% VAT. Fee chargeable when a centre does not register a learner to agreed timescales.

<sup>2</sup> Replacement certificates may not be available to every learner depending on date the qualification was completed.

