

**OFFICE SKILLS QUALIFICATIONS
PRICE LIST as at 4 JANUARY 2011**

Title	Full Course Fees		Funded Course Fees for Apprenticeships		
	Level	Taught Course	Aged 16-18	Aged 19+	Train to gain 19+
Certificate/Diploma					
EDEXCEL Level 2 in Business and Administration	2	£900	£0	£50	n/a
EDEXCEL Level 3 in Business and Administration	3	£1,200	£0	£100	n/a
EDEXCEL Level 2 in Customer Service	2	£900	£0	£50	n/a
EDEXCEL Level 3 in Customer Service	3	£1,200	£0	£100	n/a
BCS Level 2 Certificate in ITQ	2	£350	n/a	n/a	£0
EDEXCEL Level 2 Certificate in Teamleading	2	£900.00	£0	£50	n/a
EDEXCEL Level 3 Certificate in Management	3	£1,200.00	£0	£100	n/a

Although A+ will make every attempt to gain government funding for your course please note that it is not guaranteed and funds are limited. The full taught course fee will apply if funding is not available.