



Advice Quality Standard (AQS) Pricing Schedule January 2025

The following fees will apply to all scheduled assessment activity:

	Size Banding (People)							
		1-3	4-10	11-15	16-30	31-50	51-100	100 +
New Applicants	Desktop Audit	£475.00						
	Initial Assessment	£816.55	£1147.50	£1275.00	£1457.50	£1787.50	£2088.75	POA*
Existing Holders	Monitoring Audit (Bi-annual)	£816.55	£1147.50	£1275.00	£1457.50	£1787.50	£2088.75	POA*
Revisit on - site assessments	Suspended accreditation or premature application	£600.00 (Day rate - number of days to be determined by assessment outcome)						

*POA – Price on Application for 100 + please contact RE

AQS License Fee:	<p>In addition to the assessment fees quoted above, a license fee will be applied to the total assessment cost, which is payable to Advice Services Alliance (ASA) as the owners of the Standard. License fees will be charged in addition to Initial Assessment and Monitoring Audit assessment fees. The license fee is payable annually, however for ease, will be invoiced for the full 2-year duration of your AQS accreditation certificate. Recognising Excellence will collect the license fee as part of the AQS assessment fee and make payment to ASA on your behalf. License fees are calculated on the number of full-time equivalent advisers. The following fees will apply:</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Annual Licence Fee</th> <th>Total Licence Fee for 2 year Accreditation Period</th> </tr> </thead> <tbody> <tr> <td>1 – 5 Advisers</td> <td style="text-align: center;">£138.00</td> <td style="text-align: center;">£276.00</td> </tr> <tr> <td>6 – 10 Advisers</td> <td style="text-align: center;">£143.00</td> <td style="text-align: center;">£286.00</td> </tr> <tr> <td>11 – 20 Advisers</td> <td style="text-align: center;">£176.00</td> <td style="text-align: center;">£352.00</td> </tr> <tr> <td>21 + Advisers</td> <td style="text-align: center;">£187.00</td> <td style="text-align: center;">£374.00</td> </tr> </tbody> </table> <p>Full Time Equivalent (FTE definition): The calculation of full-time equivalent is an employee or volunteers scheduled hours divided by the employer's hours for a full-time workweek. E.g., Individual works 16 hours per week. Full time working week is 37.5 hours. FTE equivalent is 0.4</p> <p>Staff to include are volunteers, interns and employees who are undertaking tasks involved in providing bespoke social welfare legal advice to clients. This includes specialist staff (such as debt advisers, immigration advisers) and generalists as well as supervisors and mentors/trainers who are involved in making decisions regarding a client case.</p> <p>The calculation does not need to include administrative, reception or other members of the team who do not give advice. It also does not include pro-bono legal advisers or student placements where supervision and client decision making functions are carried out by another organisation (i.e., university or law firm).</p>		Annual Licence Fee	Total Licence Fee for 2 year Accreditation Period	1 – 5 Advisers	£138.00	£276.00	6 – 10 Advisers	£143.00	£286.00	11 – 20 Advisers	£176.00	£352.00	21 + Advisers	£187.00	£374.00
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	<p>Example Assessment Cost:</p> <p>Advice Agency A has total of six people, of which there are 3 FTE Advisers.</p> <ul style="list-style-type: none"> • Assessment cost £1147.50 • License Fee Cost £276.00 • Total Cost for 2-year accreditation £1423.50 + VAT
<p><i>All prices quoted do not include VAT which will be charged at the prevailing rate.</i></p>	
<p>Scope of Assessment:</p>	<p>Assessment fees stated above include all appropriate planning and preparation time, on-site assessment activity, formal reporting and any period of corrective action that may apply. Where the advice service is delivered from multiple offices, Assessors will be required to visit a representative sample.</p> <p>Please note that for the purposes of the assessment, both employees and volunteers that are involved in providing the service will be included and considered as part of the assessment approach.</p>
<p>Invoicing and Payment:</p>	<p>Both the assessment and license fee will be invoiced to you immediately following completion of the assessment activity. Our payment terms are 14 days from date of invoice. Upon receipt of payment, Recognising Excellence will pay ASA directly for the applicable license fee. Please refer to our separate Terms and Conditions for further details.</p>
<p>Expenses:</p>	<p>No additional expenses will be charged on top of the audit fees stated above</p>
<p>Accreditation Cycle:</p>	<p>New applicants to the AQS will require both a Desktop Audit and Initial Assessment. Accreditation is awarded once the Initial Assessment has been successfully completed in full. Once awarded, a Monitoring audit will take place every 2 years. An optional annual external compliance review is available to purchase (see below). Note: When scheduling a monitoring audit consideration should be given to the expiry date of the current certificate of accreditation. Assessment activity should be completed in full prior to the date of expiry of the current certificate to avoid any gap in accreditation. This includes any period of corrective action that may apply following the audit.</p>
<p>Recognising Excellence reserves the right to amend the assessments fees at any time. We will endeavour to provide a minimum of 3-months' notice in the event of a change to the sums quoted above.</p>	
<p>Optional Extra:</p> <p>Support Package:</p> <p>£350.00 + VAT</p>	<p>Primarily suitable for organisations applying for the AQS for the first time. Support package includes: Template Quality Manual, access to a series of Webinars (10 total) to support assist with assessment preparation. Unlimited access to RE Quality Manager support during preparation phase. Organisations are required to complete the AQS Support Package Registration Form as part of the sign-up process. Further information can be found by contacting a member of our team or visiting our website:</p> <p>aqs@recognisingexcellence.co.uk</p> <p>www.recognisingexcellence.co.uk</p>
<p>Optional Extra: Annual External Compliance Review</p> <p>£550.00 + VAT</p> <p>To assist with the AQS requirement to complete an annual self-assessment of compliance, RE can offer support via an external compliance check as required.</p>	