

# Diploma <sup>in</sup> Applied Permaculture Design



## Guide to Fees



*“...it’s cheap to do, flexible and incredibly good value.”*

Response to the Annual Diploma survey



Diploma Graduates  
at a permaculture  
Convergence

## Introduction

Thank you for downloading this document. Hopefully this means that you are interested in signing up for the Diploma.

The Diploma offers excellent value for money and will provide you with a high quality learning journey that will help you to develop your permaculture skills, so we hope you will take the plunge and register!

The fees are the best balance we can currently achieve between valuing tutor time, ensuring ongoing maintenance and development of the system, and keeping it affordable.

## Fee guarantee

The fees are effective from the 1st of October 2013, and fees will remain the same until September 30th 2017. All Diploma registrations within this period will continue with the fees as set out in this guide for the duration of your Diploma journey – until you successfully pass your assessment and complete your presentation event.

It doesn't matter whether you pay in one go, or in many instalments using flexible payments over four years.

## **Flexible payments**

We understand that paying in one go can be difficult for many people, so we offer interest-free flexible payment terms which will allow you to pay over a longer period – up to four years.

Details of suggested payment amounts over various periods are given below. If you want to discuss payment options, contact our Finance Coordinator by email or phone (see back page for details).

Please note that all staff work part-time.

## **What's in this guide**

**Association membership fees**

**Supported Route fees**

**Supported Plus fees**

**Supported Route and Supported Plus flexible payments table**

**Independent Route fees**

**Independent Route flexible payments table**

**You can pay more!**

**Refunds Policy**

**Bursaries Policy**

**Other costs you may incur with the Diploma**



Membership to the friendly and lively Permaculture Association is part of being a Diploma apprentice

## Permaculture Association membership fees

All Diploma apprentices need to be members of the Permaculture Association throughout their time as an apprentice.

This also applies to people who have taken the Independent Route and then register to be considered for accreditation.

Concessions	£15
Standard	£24
Household	£30
Group*	£40
Business*	£80
Life	£400

\* Up to three members of your group or business can register for the Diploma under a single membership.

## Supported Route Fees

**Scheme 1** (Duration given is for tutor session time )

### Membership as above

One off Apprentice Registration fee	£30
Annual Diploma fee (minimum of 2 yrs @ £10/yr)	£20
Induction Event - 1 x 2hrs @ £30	£60
Personal tutorials - 4 x 1hr @ £30 each	£120
Interim Portfolio Assessment - 3.5hrs @ £30	£105
First Final Portfolio Assessment Tutorial and report - 4.5hrs	£135
Second Final Portfolio Assessment Tutorial and report - 2.5hrs	£75
Arrangement & administration of tutorials & accreditation fees.	£40
System Maintenance and Development	£60
Presiding Diplomat fee - 2hrs @ £30/hr	£60
Contribution towards Accreditation System Development & Quality Assurance	£20
Certificate and registration as a Diploma Holder (including addition to online listing)	£30
<b>TOTAL SUPPORTED ROUTE FEES (Scheme 1)</b>	<b>£755</b>

**Scheme 2:** As above but with additional tutorials as follows:

2 x Design Support Tutorials - 2 x 2hrs @ £30/hr	£120
Arrangement and administration of tutorials	£10
<b>TOTAL SUPPORTED ROUTE FEES (Scheme 2)</b>	<b>£885</b>



Tutor support is available throughout the process

## Flexible payment options

For the Supported Route, you can pay over two, three or four years. All fees need to be paid in full before the Presentation and Award Ceremony.

Scheme	Monthly or quarterly?	Payments over 2 years	Payments over 3 years	Payments over 4 years
<b>Supported Route</b> £755 £765 over 3 yrs* £775 over 4 yrs*	Monthly	£47 deposit, then 24 instalments of £29.50	£45 deposit, then 36 @ £20	£55 deposit, then 48 @ £15
	Quarterly	£51 deposit, then 8 instalments of £88	£45 deposit, then 12 @ £60	£55 deposit, then 16 @ £45
<b>Supported Plus</b> £885 £895 over 3 yrs* £905 over 4 yrs*	Monthly	£45 deposit, then 24 @ £35	£49 deposit, then 36 @ £23.50	£41 deposit, then 48 @ £18
	Quarterly	£45 deposit, then 8 @ £105	£49 deposit, then 12 @ £70.50	£41 deposit, then 16 @ £54

\* Payments over 3 and 4 years include the additional annual fee of £10

## Independent Route Fees

Membership fees as per page four.

<b>Payment One - Assessment fees:</b>	<b>£355</b>
One off Registration fee, arrangement and administration of tutorials	£40
Interim Portfolio Assessment and report - 3.5hrs @ £30/hr	£105
Final Portfolio Assessment stage 1 and report - 4.5hrs @ £30/hr	£135
Final Portfolio Assessment stage 2 and report - 4.5hrs @ £30/hr	£75
<b>Payment Two - Accreditation fees:</b>	<b>£110</b>
Presiding Diplomat fee - 2hrs @ £30/hr	£60
Contribution towards Accreditation System Development & Quality Assurance	£20
Accreditation administration, Certification and registration as a Diploma Holder (including addition to online listing)	£30
<b>TOTAL INDEPENDENT ROUTE FEES</b>	<b>£465</b>

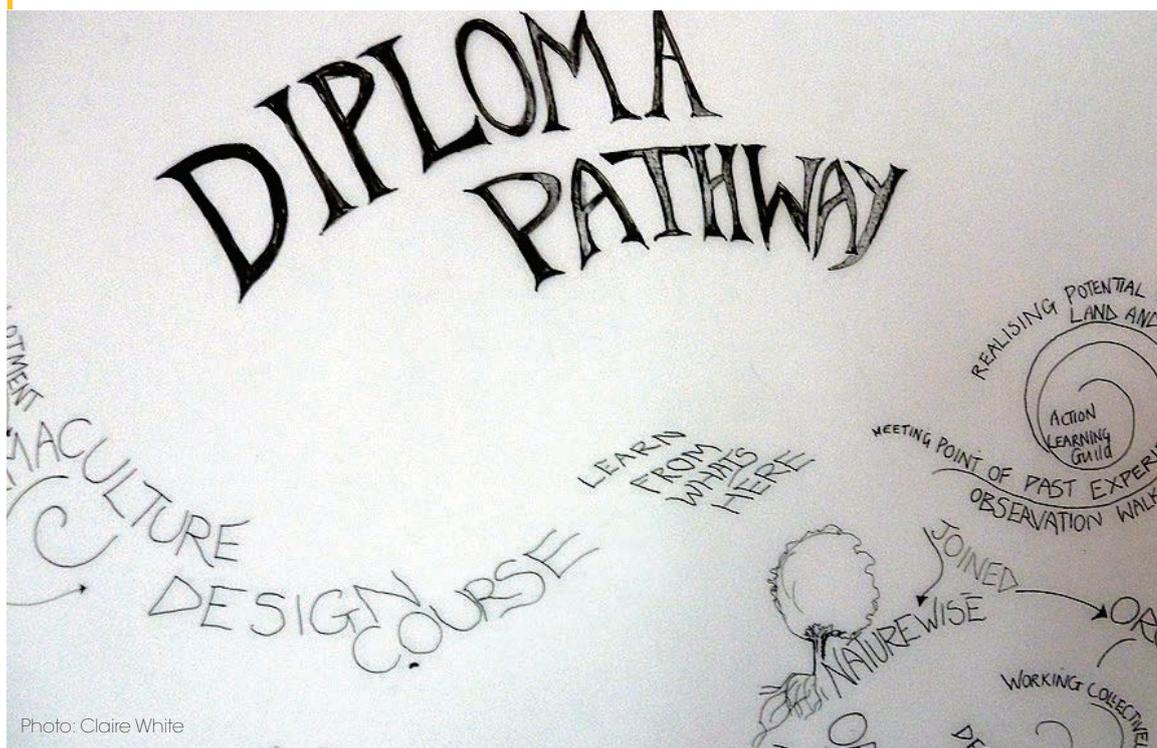
## Independent Route flexible payment options

All fees need to be paid in full before the Presentation Event.

<b>Scheme</b>	<b>Payment</b>	<b>Example of payments over 8 months total</b>
Independent Route £465	One £355	£55 deposit, then 5 monthly instalments of £60
	Two £110	£35 deposit, then 3 monthly instalments of £25

## Feeling abundant?

If you are able to afford more, we encourage you to support the development of our bursary fund. If you choose to do this, please contact the Finance Coordinator so she can make sure that any one off payment, or regular payments are clearly allocated to the bursary fund.



## Refund policy

We will not refund registration fees, or annual fees for years that have been completed, or the current year. We will only refund payments for tutorials that have not taken place.

## Bursaries policy

We have a (very!) small bursary fund and we encourage you to help make this bigger. At present this fund is limited to supporting people in exceptional circumstances that have already registered for the Diploma, but find that they need some support to finish.

We are not able to use this to provide cheaper places for new applicants. Applications for bursaries will be assessed against the following criteria:

Reciprocity – is the applicant an active and supportive member of the network?

Exceptional circumstances – what is the need?

Availability of funds – are there sufficient funds to offer support?

Relative need - if more than one person asks for support, and funds are limited, who needs it most?

## Other costs you may incur

### Re-submission of your portfolio

As part of the Portfolio Assessment process, your tutors will tell you if you need to do further work to meet the accreditation criteria, and specifically what work is needed.

You resubmit your portfolio to the tutor who made the recommendations.

The costs for resubmission are:

Minor changes: £35 (£30 for 1 tutor hour plus £5 admin fee)

Major changes: £65 (£60 for 2 tutor hours plus £5 admin fee)

### Resubmission after 12 months

If you take longer than 12 months to make the changes to your portfolio, the process starts again.

However, if you didn't have your second Portfolio Assessment first time around, but had paid for it as part of your overall fee, then £75 is deducted off the re-submission cost.

### Travel costs to tutorials

You are responsible for all tutorial travel costs, (i.e. Induction event, Personal Tutorials, Design Support Tutorial, Interim Portfolio Assessment, Assessment tutorials).

The cheapest option is usually for you to travel to your tutor's chosen venue, however you may arrange with your tutor to travel to you.

In the case of your tutor making the journey you are responsible for travel time and costs incurred by your tutor(s). You are required to arrange this directly with your tutor and pay any costs for travel time and expenses directly to them.

Some tutors are happy to conduct the Personal Tutorials by phone, or using VOIP software such as Skype to help reduce costs.

You may also arrange tutorials at the National Diploma Gathering. The Gathering will be an opportunity to have a tutorial with a wider selection of tutors, whilst not incurring additional tutor travel costs.

Fees for attendance at these events are not included in the initial fees for your Diploma and vary year on year but average £100.

Photo: Nigel Pugh



Receiving your Diploma in Applied Permaculture Design can be the accumulation of over 10 years' work

## Venue for tutorials

Venue hire costs are not covered by the fees. Tutors are required to provide a venue for tutorials. This is most likely to be the tutor's house or office but can be elsewhere bearing in mind additional costs the tutor would need to cover including travel time and expenses.

## Additional Tutorials: £30/hour plus £5 arrangement fee per session

You can ask for additional tutorials at any time. You can arrange these through the Permaculture Association and have them included in your fee and instalment plan or you can pay for them as one-off tutorials when you want them.

The standard rate for tutorials is £30 an hour, plus the Association charges £5 per session to cover the time taken to arrange tutorials and pay tutors.

Alternatively you can buy these directly from your tutor. All tutors are self-employed and you can arrange to buy additional tutorials directly from them.

You can purchase additional tutorials from any tutor on the register, which can be useful if you want to get support around a particular set of expertise.

Some tutors are willing to negotiate payment as an in-kind exchange or using alternative currencies (e.g. LETS, Bristol Pounds, etc).

Tutors will declare on their 'Tutor Profiles' if they will accept in-kind payment for additional tutorials. Please agree clearly the terms of the exchange before you have the tutorial.

### **Annual fee: £10**

There is an annual fee for every year that you are registered as a Diploma apprentice on the Supported Route that covers the administration of keeping you registered.

Your annual fees are covered in your payments if you have agreed a standing order schedule.

If your diploma takes longer than expected, you will need to pay fees for additional years.

### **Presentation Event**

It should be possible to arrange an Presentation Event cheaply or for free, but you are responsible for the arrangements and are responsible for any associated costs. These could be:

your Presiding Diplomat's travel costs, and cost for travel time, if they incur any travel costs specifically to attend this event.

Venue hire and refreshments.

Other event costs

Convergences, conferences and national and regional Diploma gatherings are not included in the fee. Attendance is not compulsory, but highly recommended!

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Gary Finch received his certificate after a successful Presentation Event

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Photo: Claire White



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## About the Diploma in Applied Permaculture Design

The Diploma formally recognises and accredits a persons permaculture practice.

The Diploma is not a taught course like a permaculture design course, it is a scheme for supporting an extended period of self-directed learning based around the projects and activities that you are involved in and that you set yourself.

You plan and carry out your own course of self-managed study, taking on projects of your own choosing and carrying out the permaculture design process with these projects.

You document your work and put it together in a portfolio. This work is assessed by diploma holders and accredited by the Permaculture Association.

**For more information please go online:**  
[permaculture.org.uk/diploma](http://permaculture.org.uk/diploma)

**or email:**  
[diploma@permaculture.org.uk](mailto:diploma@permaculture.org.uk)

**or call:**  
**0845 458 1805**

