

IQ Customised Qualifications Factsheet & Fees

What is an IQ Customised Qualification?

Customised qualifications are bespoke qualifications that are prepared exclusively with and for the proposing centre. No other centre will be allowed to use a customised qualification without prior approval from the lead centre.

When accrediting a customised qualification we will formalise the specification of learning outcomes, assessment criteria and assessments. Once approved, learners are quality assured in the same way as any qualification delivered by IQ.

Approval Process for Customised Qualifications

Pre development

- Centre completes business case form and submits to IQ
- Business case approved or declined in principle by approval panel
- Centre completes and submits to IQ Customised Qualification Development Form including assessment strategy
- Development of qualification approved or declined by approval panel
- Centre are quoted and invoiced for the development
- Development scheduling usually commences once payment is received

Development process

- Qualification developer contacts centre to establish parameters and timelines
- Unit development
- Syllabus development
- Total Qualification Time (TQT) / Guided Learning Hours (GLH) and level analysis completed
- Assessment documentation / development
- Syllabus and Assessment sign off
- Qualification goes live

Centre approval and external verification

New centres will be subject to centre approval. We conduct centre re-approval annually, but may visit more frequently should quality concerns arise. Customised qualifications approved above Level 5 may also be subject to the IQ Academic Panel requirements.

Validity Period & Annual Maintenance Review

Customised qualifications are valid for 3 years but are reviewed annually and may be retired if no registrations are recorded within a year.

An annual maintenance review fee is charged at the anniversary of qualification approval which contributes to the work undertaken by IQ on an annual basis to fulfil its responsibilities to maintain the qualification. If major changes are required at this point, these will be quoted in accordance with our fees for additional work.

Use of IQ Organisation Qualifications internationally

IQ is committed to supporting the export of high quality British qualifications across the world. Where centres have a UK head office and training is delivered both in the UK and overseas, approval and quality assurance rests with the UK base. Where centres have an International head office and training is generally delivered overseas, approval and quality assurance rests with the International base. Joint venture partnerships will also be considered.

Development Costs

The approval cost is dependent upon the size and level of the qualification. The fee for a qualification is made up of: the base approval fee plus any additional work required for the development of larger or more specialised qualifications.

The approval and development cost will depend on a wide number of variables, such as:

- the level of the qualification
- the subject matter, and whether you are providing subject expert(s)
- the size of the qualification and the number of units within the qualification
- the assessment methodology, the number of assessments required, and the manner in which it is quality assured
- the quality of the qualification submission made to us
- whether we are involved in any development activity

The approval fee also assumes that the qualification will be submitted in the appropriate template according to the IQ Customised Qualifications Development Guide for Centres.

We aim to provide a fair quote that reflects the level of work required by our team of qualification developers to support the development of your qualification and is valid for 60 days. Fees quoted also exclude travel expenses and other disbursements, which we will identify where required.

Qualification Development Time Frames

Once payment is received for the development, we will endeavour to work with you to agree and support your development timeline, which will take into account resources including any subject matter experts and the quality of the qualification submission made to us. It can be time consuming for centres to put together a qualification, you should estimate the time it will take you to undertake your required actions.

Payment

Approval and development costs are normally payable within 30 days of receipt. Development will not commence prior to payment being received.

Fees

Standard Approval

	Approval Fee	Annual Maintenance Review Fee
Standard approval fee for non-regulated customised award development Base approval fee will usually cover an Award with 1 unit under Level 6, with less than 30 hours	£2,350	£150
Standard approval fee for non-regulated customised certificate development Base approval fee will usually cover a certificate with 4 units under Level 6, with less than 150 hours	£5,000	£150
Standard approval fee for non-regulated customised diploma development Base approval fee will usually cover a diploma with 6 units under Level 6, with less than 390 hours	£10,000	£150

Additional Work

If additional work is required to develop, review or extend your qualification, our quote will usually be calculated in line with the following charges:

Administrator	£150
Qualifications Developer	£400
Approval Manager	£500
Subject specialist	£400
Academic Panel	£1,000

All rates above are day rates, charged at a minimum of half a day

Registration, Certification and Assessment Fees

IQ fees are based on the size and methodology of the assessment, not the level of the qualification. We will decide on the fees for your customised qualification when we confirm your approval quote. Where qualifications have additional process or development complexities, we may decide to price qualifications differently to this structure.

Fees for international qualifications are agreed on a country by country basis, as we are mindful of local conditions, rates of pay and the educational environment in each country.

Qualification prices are charged for each candidate, and exclude the cost of external verification which is separately charged.

Qualifications assessed primarily through externally verified portfolio assessments

Fees for qualifications that are assessed primarily through portfolio or externally verified assignments are charged at registration.

	Individual Unit (30 TQT or less)	All other Qualifications
Competence Based Awards	£15	£22
Competence based / NVQ style Certificates	£15	£36
Competence based / NVQ style Diplomas	£15	£48

Multiple Choice (Set and Assessed by IQ)

Fees for qualifications assessed primarily through multiple choice assessments are charged at registration and normally covers the candidate for the first 2 resits.

	Individual Unit (30 TQT or less)	2 Units +
Registration Fee includes assessment fees + 2 free resits for all assessments unless otherwise noted in the specification	£15	£31
Resit Fee per assessment (after the 2 nd assessment)	£10	£10

There are no additional costs for assessment booking, but delivery by post for paper-based assessments will be charged a delivery fee of £12 per assessment booking group.

Externally Marked Assessments

Qualifications with externally marked assessments are charged at registration as well as assessment booking confirmation. The fee will be the registration fee, plus a fee depending upon the nature of the assessment. These fees are only applicable where assessments are externally assessed.

Registration Fee

	Individual Unit (30 TQT or less)	All other Qualifications
Award	£15	£22
Certificate	£15	£36
Diploma	£15	£48

Exam Fees

Exam fees are charged when your assessment booking has been confirmed by our team. These fees are charged when IQ undertakes the marking of completed examination papers. Please note that the costs below do not cover international delivery of assessments.

	1 hour and below	Above an hour and below 2 hours	Above 2 hours
First assessment	£35	£60	£90
Resit fee per assessment	£35	£60	£90

Assignment Moderation Fees

Assignment moderation fees are charged for assessments that are marked by the centre and then externally moderated.

	Assessments at Level 4 and below	Assessments at Level 5 and above
First assessment	£45	£70
Resit fee per assessment	£45	£70

Units with multiple externally marked or moderated assessments

Where a single unit requires more than 1 externally marked assessment to achieve the unit, the assessment fee for each component is calculated at 30% less for all assessments.

Exams	1 hour and below	Above an hour and below 2 hours	Above 2 hours
First assessment	£31.50	£42	£54
Resit fee per assessment	£31.50	£42	£54

Assignments	Assessments at Level 4 and below	Assessments at Level 5 and above
First assessment	£31.50	£49
Resit fee per assessment	£31.50	£49