



Centre & Registration Prices

# Centre Fees

<b>Centre Approval</b> <i>This fee includes your first External Verification (EV) visit for free</i>	£400*
<b>IQ Invigilation of Exams</b>	£125 per invigilation (exams up to 2.5 hour). £50 for each additional hour.
<b>Replacement Certifications</b>	£30
<b>Late payment fees</b>	After 45 days (£50) After 60 days (5% interest per month).
<b>Registration Withdrawals</b> <i>Learners are considered registered when a learner is assigned an IQ candidate number</i>	Within 14 days = full refund (if no externally marked assessments have been completed). 15-20 days = 40% processing fee >30 days = Non Refundable
<b>Assessment Booking Cancellation</b>	Cancelled up to and including day of assessment = full refund Up to 5 days after = 40% processing fee per assessment After 5 days = no refund.
<b>Enquiry About Results</b> <i>If you want to query any results, enquiry about results (EAR) is a formal process which will cover a clerical check and review of the marks awarded.</i>	£50
<b>Results Appeals</b> <i>If you are not satisfied with the outcome of an enquiry of results, you can submit a formal appeal.</i>	£150
<b>Malpractice decision appeals</b> <i>This fee applies where you are applying to overturn a result that has been voided due to malpractice. This will be refunded if the enquiry/appeal is successful and results in an improvement to the result grade.</i>	£500

*\*exceptions for Aesthetic Medicine & new security centres – please see relevant sector for information.*

# Quality Assurance

<b>External Verification Visit</b>	£300
<b>Annual External Verification Visit (per sector group)</b>	£300
<b>Additional Visits if required</b>	£300
<b>Quality Assurance investigations (daily rate, invoiced per half)</b>	£350

# Additional Services

<b>International Centres</b> If you are an international centre, then please get in touch with us to find out about the relevant fees
<b>Customised Qualifications</b> If you are interested in delivering a qualification that isn't offered, we can work with you to develop a customised qualification. These rates will be agreed with you prior to the development, dependent on the qualification proposal.
<b>Apprenticeship Fees</b> Where a centre registers a learner for the complete apprenticeship group at the same time, we offer a discounted registration price. For more information please see: <a href="http://www.industryqualifications.org.uk/qualifications/apprenticeships">http://www.industryqualifications.org.uk/qualifications/apprenticeships</a> .

# Aesthetic Medicine

Our Level 7 qualification was developed after the Keogh (2013) review to improve regulation in the sector. The Level 7 Certificate in Injectables was the first Ofqual Regulated Qualification offered in the Aesthetic Industry, meeting HEE guidelines and has received endorsement by the Joint Council Of Cosmetic Practitioners (JCCP).



Qualification Number	Title	Registration Fee	Credits	Guided Learning Hours	Assessment Method
601/8963/0	Level 7 Certificate in Injectables for Aesthetic Medicine	£80	28	59	P
<b><u>Sector Specific Fees</u></b>					
<b>Centre Approval Fee</b>	£1000				
<b>Feedback Request</b>	Centres are able to request assessment feedback (beyond EAR) for £150 per learner.				
<b>Moderation Fee</b>	£250 per learner				

# Business Administration & Management



Our business and administrative qualifications have been made in partnership with the Institute of Administrative Management, one of the oldest Institutes in the UK. This ensures the content reflects the diversifying knowledge and skills today's administrative and management staff need in the workplace.

IQ's business qualifications give you the chance to offer your students more. All students on these business courses are able to get free student membership for the duration of their course, giving them access to additional resources to help them succeed with their studies such as study guides & CPD events.

Qualification Number	Title	Registration Fee	Credits	Guided Learning Hours	Assessment Method	Funding
601/8731/1	Level 3 Award in Professional PA and Administration Skills	£80.00	N/A	30	A	- Y
601/8983/6	Level 4 Certificate in Office and Administration Management	£80.00	N/A	36	A	Y
601/3681/9	Level 2 Diploma in Team Leading	£72.00	40	201-259	P	Y
601/3616/9	Level 2 Diploma in Business Administration	£70.00	45	229-351	P	Y
601/3682/0	Level 3 Diploma in Business Administration	£70.00	58	282-432	P	Y
601/3694/7	Level 3 Diploma in Management	£70.00	55	284-371	P	Y
603/0938/6	Level 3 Diploma in Business and Administrative Management <i>(32 UCAS points now available!)</i>	£100.00	60	321	A	Y
601/3695/9	Level 4 NVQ Diploma in Management	£70.00	53	214-298	P	Y
601/3697/2	Level 4 NVQ Diploma in Business Administration	£70.00	57	296-389	P	Y
601/3696/0	Level 5 NVQ Diploma in Management and Leadership	£70.00	53	237-318	P	Y
601/8029/8	Level 4 Diploma in Business and Administrative Management (VRQ)**	£100.00	N/A	531-579	A + Q&A	Y
601/6549/2	Level 5 Diploma in Business and Administrative Management**	£100.00	N/A	550-610	D/A + Q&A	Y

601/6146/2	Level 6 Diploma in Business and Administrative Management (VRQ)**	£100.00	N/A	480	D/A + Q&A	Y
601/6145/0	Level 4 Certificate in Principles of Business Administration **	£80.00	34	191	P + D/A	Y

#### Sector Specific Charges

**Moderation Fee** Applicable to qualifications, as indicated by \*\* information available upon request.

## Customer Service



Customer service is vital for all businesses, with customer service qualifications being ideal for those wanting to gain formal recognition of their knowledge, understanding and competence of working in customer service.

Both levels are suitable for individuals working in a variety of roles where customer service is a major component.

Qualification Number	Title	Registration Fee	Credits	Guided Learning Hours	Assessment Method	Funding
601/3618/2	Level 2 Diploma in Customer Service	£55.00	45	245-305	P	Y
601/5051/8	Level 3 Diploma in Customer Service	£55.00	55	289-375	P	Y

## Facilities Management



Facilities management professionals are required to do a number of multi-disciplinary activities to support their businesses activities. This facilities management qualification suite will help new and experienced staff to evidence and further develop their knowledge and skills.

Qualification Number	Title	Registration Fee	Credits	Guided Learning Hours	Assessment Method	Funding
600/8159/4	Level 2 Certificate in Facilities Services Practice	£55.00	20	149-183	P	Y
600/8259/8	Level 2 Certificate in Facilities Services Principles	£37.00	13	103	P	Y
600/6533/3	Level 3 Certificate in Facilities Management Practice	£55.00	31	154-216	P	Y
600/8163/6	Level 3 Certificate in the Principles of Facilities Management	£37.00	21	72-92	P	Y

# Fire Safety



Our fire safety qualifications ensure that individuals have the sound basic knowledge to comply with current legislation and have levels available to accommodate simple premises or more complex premises and environments. We also have qualifications available for specific roles, such as fire auditors and fire inspectors.

Qualification Number	Title	Registration Fee	Credits	Guided Learning Hours	Assessment Method	Funding
601/3905/5	Level 1 Award in Fire Safety Awareness	£11.00	1	4	P	Y
601/3921/3	Level 2 Award in Fire Safety Principles	£11.00	1	9	P	Y
601/6460/8	Level 2 Certificate in Fire Sprinkler Installation	£38.00	36	360	P	Y
600/4685/5	Level 3 Certificate in Fire Safety (Fire Auditors)	£55.00	26	136	P	Y
600/4684/3	Level 4 Certificate in Fire Safety (Fire Auditors)	£55.00	23	112	P	Y
600/4686/7	Level 4 Diploma in Fire Safety (Fire Inspectors)	£55.00	23	179-198	P	Y

# Functional Skills



Having qualifications in functional skills shows English, Mathematics and ICT skills can be applied to real life situations, providing a strong basis for taking on challenges in new settings and working independently.

Qualification Number	Title	Registration Fee	Guided Learning Hours	Assessment Method	Funding
601/0241/X	Functional Skills Qualification in English at Entry Level 1	£15.00	45	Q&A	Y
601/0240/8	Functional Skills Qualification in English at Entry Level 2	£15.00	45	Q&A	Y
601/0242/1	Functional Skills Qualification in English at Entry Level 3	£15.00	45	Q&A	Y
601/0243/3	Functional Skills Qualification in English at Level 1	£16.00	45	Q&A* + Oral	Y
601/0530/6	Functional Skills Qualification in English at Level 2	£16.00	45	Q&A* + Oral	Y
600/9482/5	Functional Skills Qualification in Mathematics at Entry Level 1	£15.00	45	Q&A	Y
600/9483/7	Functional Skills Qualification in Mathematics at Entry Level 2	£15.00	45	Q&A	Y
601/0041/2	Functional Skills Qualification in Mathematics at Entry Level 3	£15.00	45	Q&A	Y

601/0244/5	Functional Skills Qualification in Mathematics at Level 1	£16.00	45	Q&A*	Y
601/0173/8	Functional Skills Qualification in Mathematics at Level 2	£16.00	45	Q&A*	Y
601/1399/6	Functional Skills Qualification in ICT at Entry Level 1	£15.00	45	Q&A*	Y
601/1584/1	Functional Skills Qualification in ICT at Entry Level 2	£15.00	45	Q&A*	Y
601/1400/9	Functional Skills Qualification in ICT at Entry Level 3	£15.00	45	Q&A*	Y
601/1418/6	Functional Skills Qualification in ICT at Level 1	£16.00	45	Q&A*	Y
601/1761/8	Functional Skills Qualifications in ICT at Level 2	£16.00	45	Q&A*	Y

### Sector Specific Fees

#### Feedback Reports

Centres are able to request a:  
 Numerical feedback report £10 (per learner assessment)  
 Principal examiner report £40 (per learner assessment)

## Health, Safety And First Aid



Each year, work-related illnesses and injuries place significant burden on the economy. Whilst health and safety training spans across a multitude of sectors, affecting all businesses to varying degrees. Qualifications in this sector help companies and their employees to meet relevant legislation and continue personal development.

Qualification Number	Title	Registration Fee	Credits	Guided Learning Hours	Assessment Method	Funding
601/5703/3	Level 1 Award in Health and Safety in a Construction Environment	£20.00	4	40	P	Y
603/2431/4	Level 3 Award in Emergency First Aid at Work (RQF)	£9.50	1	8	P	Y
603/2432/6	Level 3 Award in First Aid at Work (RQF)	£10.00	3	24	P,D,A	Y
603/0917/9	Level 3 Award in Paediatric First Aid (RQF)	£10.00	2	12	P,D,A	Y
601/4800/7	Level 3 NVQ Certificate in Occupational Health and Safety	£55.00	31	187	P,D,A	Y
601/4002/1	Level 5 NVQ Diploma in Occupational Health and Safety Practice	£55.00	108	482	P	-
603/3887/8	Level 1 Award in Mental Health Awareness	£15.00	1	6	P	Y
603/3964/0	Level 3 Award in First Person on Scene Support	£35.00	4	32	P	-
R320 04	Emergency First Aid at Work (Scotland) at SCQF Level 5	£7.00	1	8	P	-
R319 04	First Aid at Work (Scotland) at SCQF Level 6	£9.50	3	24	P	-



# Health and Social Care



This health and social care portfolio covers a range of different practices from working in adult social care, to practical clinical skills. We have a range of levels, workplace and non-workplace options available.

Qualification Number	Title	Registration Fee	Credits	Guided Learning Hours	Assessment Method	Funding
600/6427/4	Level 2 Certificate in Preparing to Work in Adult Social Care	£37.00	20	179	P	Y
600/7002/X	Level 3 Certificate in Preparing to Work in Adult Social Care	£35.50	21	190	P	Y
600/6470/5	Level 2 Award in Employment Responsibilities and Rights in Health, Social Care, Children and Young People's Settings	£25.00	3	24	P	Y
600/6538/2	Level 2 Diploma in Health and Social Care (Adults) for England	£55.00	46	319-447	P	Y
600/7004/3	Level 3 Diploma in Health and Social Care (Adults) for England	£55.00	58	315-447	P	Y
601/5542/5	Level 2 Certificate in Understanding the Care and Management of Diabetes	£37.00	16	105	P	Y
603/1395/X	Level 3 Diploma in Principles of Health and Social Care <i>(48 UCAS points now available).</i>	£80.00	90	600-625	P, Q&A	Y
601/5704/5	Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England)	£82.00	90	515-709	P	Y
601/6059/7	Level 2 Certificate in the Principles of the Prevention and Control of Infection in Health Care Settings	£38.00	15	111	P	Y
601/2010/1	Level 2 Certificate in Understanding the Safe Handling of Medicines	£37.00	13	110	P	Y
601/2566/4	Level 3 Award in Awareness of End of Life Care	£35.50	10	89	P	Y
601/5738/0	Level 3 Certificate in Dementia Care	£60.00	21	143-162	P	Y

## Single Unit Options

Taken from our 90 credit Level 3 Diploma in Principles of Health and Social Care (603/1395/X), learners are able to complete standalone units which is ideal for individuals wanting to gain further knowledge, whilst giving the opportunity to go on to complete the Level 3 Diploma. This qualification was made in partnership with living autism, who have provided expert input into our autism unit, as well as the more generic units, ensuring it represents current knowledge. The most popular units are listed below.

Unit Number	Title	Registration Fee	Credits	Guided Learning Hours	Assessment Method
D/615/6706	Level 3 Principles of Caring for Autistic Spectrum Conditions	£15.00	10	75	P
R/615/6704	Level 3 Principles of Epilepsy Care	£15.00	5	25	P
M/615/6709	Level 3 Principles of Behaviour that Challenges and Positive Behavioural Support	£15.00	10	75	P

Y/615/6705	Level 3 Principles of Learning Disability Care	£15.00	5	25	P
K/615/6708	Level 3 Principles of Dementia Care	£15.00	10	75	P
Y/615/6711	Level 3 Principles of Person-Centred Care in Health and Social Care	£15.00	15	100	P

## Hospitality & Catering



Our food safety qualification is designed to build knowledge and understanding for those wanting to work in a catering environment, whilst our qualification for Personal Licence Holders covers the requirements for anyone wanting to apply for a personal licence.

Qualification Number	Title	Registration Fee	Credits	Guided Learning Hours	Assessment Method	Funding
600/2214/0	Level 2 Award in Food Safety in Catering	£10.00	1	9	MCQ	Y
603/2659/1	Level 2 Award for Personal Licence Holders	£10.00	1	8	MCQ	Y

## Security



With an abundance of experience in the security sector, IQ's security qualifications are backed by the integrity of our assessment methods. The security sector covers a broad array of functions, spanning from the employment of security personnel to those involved in the design and installation of complex security systems.

Within our portfolio, we have a range of qualifications applicable for different roles as well as SIA linked qualifications for those looking to gain their SIA licence.

Qualification Number	Title	Registration Fee	Credits	Guided Learning Hours	Assessment Method	Funding
601/5309/X	Level 2 Award for Working as a Door Supervisor within the Private Security Industry	£30.50	6	45	MCQ + P	Y
601/5308/8	Level 3 Award for Deliverers of Physical Intervention Training within the Private Security Industry	£40.00	5	40	MCQ + P	Y
601/5313/1	Level 2 Award for Upskilling a Door Supervisor within the Private Security Industry	£18.50	3	18	MCQ + P	-
601/5311/8	Level 2 Award for Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry	£30.50	4	32	MCQ + P	Y



601/5310/6	Level 2 Award for Working as a Security Officer within the Private Security Industry	£30.50	2	19	MCQ	Y
600/2610/8	Level 2 Certificate in Providing Security Services	£55.00	22	138-177	P	Y
601/5073/7	Level 2 Certificate In Principles of Providing Security Services	£55.00	15	137-148	MCQ + P	Y
601/5307/6	Level 3 Certificate for Working as a Close Protection Operative within the Private Security Industry	£55.00	17	140	MCQ + P	Y
601/8339/1	Level 3 Certificate in Principles of Professional Private Investigation	£38.00	24	60	P	-
600/2350/8	Level 3 Award in the Delivery of Conflict Management Training	£40.00	5	36	MCQ + P	Y
600/7130/8	Level 2 Award in Understanding Stewarding at Spectator Events	£37.00	5	40	P	Y
600/4470/6	Level 2 NVQ Certificate in Spectator Safety	£55.00	20	92	P	Y
600/4526/7	Level 3 NVQ Certificate in Spectator Safety	£55.00	24	110-152	P	Y
600/6784/6	Level 4 NVQ Diploma in Spectator Safety Management	£60.00	58	279-433	P	Y
603/3891/X	IQ Level 4 Certificate in Covert Surveillance Operations	£75.00	15	124-125	P	-

#### Sector Specific Fees

EQA Visit Prior to Centre Approval.	£300
Security Centre Approval.	£400

## Teaching & Education



Qualifications are vital for those wanting to provide education and training and our portfolio includes those wanting to teach or train, internal and external quality assurance, or those who want to become lead auditors.

Qualification Number	Title	Registration Fee	Credits	Guided Learning Hours	Assessment Method	Funding
601/1301/7	IQ Level 3 Award in Education and Training	£42.00	12	48-61	P	Y
601/1733/3	Level 4 Certificate in Education and Training	£60.00	36	140-204	P	Y
600/2325/9	Level 3 Award in Understanding the Principles and Practices of Assessment	£15.50	3	24	P	Y
600/2254/1	Level 3 Award in Assessing Competence in the Work Environment	£40.00	9	54	P	Y
600/5844/4	Level 3 Award in Assessing Vocationally Related Achievement	£40.00	9	54	P	Y

600/5802/X	Level 3 Certificate In Assessing Vocational Achievement	£40.00	15	84	P	Y
600/4428/7	Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	£40.00	12	90	P	Y
600/5529/7	Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice	£18.50	6	60	P	Y
600/4398/2	Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	£40.00	17	115	P	Y
600/4427/5	Level 4 Award in the External Quality Assurance of Assessment Processes and Practice	£40.00	12	75	P	Y
600/7982/4	Level 3 Award in English for Literacy and Language Teaching	£46.00	12	60	P	-
603/3488/5	Level 4 Certificate in the Principles of Lead Auditing	£80.00	16	120	P	-

## General Skills



Often, having a solid skill set provides a firm basis for employers to build upon. Our range of General Skills qualifications are applicable to a wide variety of functions and span several industries and sectors. Many of these qualifications give an introduction to a sector and highlight the skills needed to thrive in certain environments.

Qualification Number	Title	Registration Fee	Credits	Guided Learning Hours	Assessment Method	Funding
603/4027/7	IQ Level 1 Certificate in Employability Skills and Personal Development	£25.00	13	103	P	-
603/4000/9	IQ Level 2 Certificate in Employability Skills and Personal Development	£35.00	15	124	P	-

# Customised Qualifications



Perhaps there is a qualification you would like to offer but doesn't exist, or you see a market need? Customised Qualifications are bespoke non-regulated qualifications, which we can develop in conjunction with training providers (formalising the syllabus of learning outcomes, assessment criteria and assessments) and will be exclusive to you.

If you would like to find out more information about developing a customised qualification you [can check our website](#) for more details about the process.