

City & Guilds and ILM UK Centre Charges List

September 2018

Change history

Page	Section	Change detail
Page 3	Qualification approval and monitoring.	ILM fee corrected to £300 in line with the published ILM fees document.

City & Guilds and ILM Centre Charge List (UK)

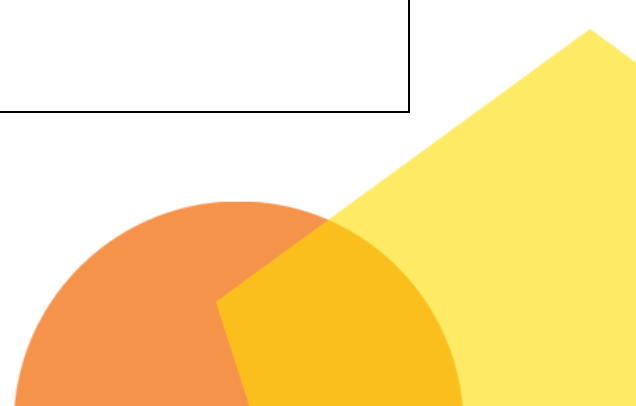
This document sets out the charges applicable to all City & Guilds and ILM approved centres with effect from September 2018. You can further detail on ILM fees [here](#).

Centre approval

Service type	City & Guilds	ILM
Joint approval	<p>£2,300</p> <p>(does not include qualification approval at £200 per qualification) City & Guilds approved centres have the option to access approval with ILM without needing to pay an additional centre approval fee. ILM centre approval is activated on successful completion of a qualification approval form, at £200 for one qualification/ suite of qualifications or £300 for two qualifications/ suite of qualifications</p>	<p>£2,500 (initial centre approval)</p> <p>(includes two qualification suite approval applications) ILM approved centres have the option to access approval with City & Guilds without needing to pay an additional centre approval fee. City & Guilds centre approval is activated on successful completion of a qualification approval form at £250 per qualification/ suite of qualifications</p>

Qualification approval and monitoring

Service type	City & Guilds	ILM
Qualification approval	£200 per qualification	<p>£300 for one qualification/suite of qualifications up to level 5</p> <p>£500 for one qualification/suite of qualifications at levels 6 and 7</p>
Routine quality assurance visits	<p>£400</p> <p>Where (1) City & Guilds exercises its right to charge the full or partial fee for quality assurance activities as per the Terms and Conditions in Section 3 of the <i>City & Guilds Centre Manual</i> or (2) the Centre cancels a visit with less than five days' notice</p>	£350
Routine quality assurance remote monitoring activity	<p>£200</p> <p>Where City & Guilds exercises its right to charge for quality assurance activities under the Terms and Conditions in Section 3 of the <i>City & Guilds Centre Manual</i></p>	n/a



Additional quality assurance remote monitoring or activity	£200	£150
Additional quality assurance visit or advisory visit	£400 flat fee	£350 per day
Expenses	Exceptional expenses (such as flights) will be charged on top of these fees.	Exceptional expenses (such as flights) will be charged on top of these fees.
Minimum Spend Threshold (for the purposes of the Terms and Conditions, in Section 3 of the <i>City & Guilds Centre Manual</i>)	£5,000 per year (Calculated September to August inclusive, to be invoiced within first 12 months of trading)	£1,000 per year (Calculated September to August inclusive)
	£4,000 per year for City & Guilds centres also approved with ILM	

City & Guilds examination and assessment late entry fee charges

Last entry deadline	The date for accepting exam entries is 14 calendar days prior to the examination day unless otherwise stated on the relevant qualification documentation .
Dated entry examinations and assessments	<p>On line entry:</p> <ul style="list-style-type: none"> • 1st to the 7th day of the month prior to the examination date - free of charge for EDI and Walled Garden users • 8th day of the month prior to the examination to 14 calendar days prior to the examination date is a £45 administration fee plus £10 per assessment entered. <p>For Technical qualifications; late dated entry bookings made after the date of the booking window closing for the academic year will incur a £45 administration fee plus £10 per learner per assessment entered.</p>
	<p>Assisted service entry:</p> <ul style="list-style-type: none"> • 1st to the 7th day of the month prior to the examination date - £45 administration fee plus £10 per assessment entered. • 8th day of the month prior to the examination to 14 calendar days prior to the examination date is a £45 administration fee plus £20 per assessment entered <p>For Technical qualifications; late dated entry bookings made after the date of the booking window closing for the academic year will incur a £45 administration fee plus £20 per learner per assessment entered.</p>
Additional Candidates	Candidates added on the day of the examination without an entry will be charged a £45 administration fee plus £20 per assessment entered for both On Demand and Dated Entry tests

City & Guilds appeals fees

Stage 1 - Enquiries	
Type	Fee
Examination results - clerical check	£15
Examination results - review of marking	£50
Qualification (approval risk) status	£300
Moderation of internally marked assessments	£200

Stage 2 - Appeals	
Type	Fee
Moderation of internally marked assessments	£200
Appeal against a City & Guilds decision regarding an application for access arrangements or special consideration	£25
All other appeals	£100

Stage 3 - Independent Appeals Board	
Type	Fee
Appeal against a City & Guilds decision regarding an application for access arrangements or special consideration	£25
All other appeals	£150

(For details relating to the appeals process, please refer to the *Enquiries and Appeals for Qualifications: The process and how to apply* guidance document on the City & Guilds website)



ILM appeal and re-assessment fees

Assessment	
Type	Fee
1 credit assessment	£32.00
2-3 credit assessment	£36.00
4-5 credit assessment	£50.00
6-8 credit assessment	£60.00
9 or more credit assessments	£98.00
Where the original decision is overturned, no charge will apply	

Appeals	
Type	Fee
ILM declines or subsequently withdraws a Centre's approval for one qualification/programme.	£100.00
The finding of an ILM Malpractice investigation – decision, penalty or sanction	£125.00
An ILM External Verifier's decision(s) in external quality assurance (EQA) of a Centre assessed learner work (following an Enquiry)	£75.00
ILM's decision to decline a request for access arrangements or special considerations	£25.00

Independent Appeals Board (final stage)	
Type	Fee
ILM's decision to decline a request for access arrangements or special consideration	£25.00
All other stage 3 appeals	£150.00



City & Guilds chargeable events

Event	Fee
Standard half day event (excluding lunch)	£75
Standard half day event (including lunch)	£80
Standard full day event including lunch	£150
Initial qualification briefings & networks	No charge
<p>Cancellation</p> <p>(We reserve the right to cancel an event should the target number of delegates fail to make it viable. Delegates will be notified by email / phone 10 working days before the event due day.</p> <p>If you cancel, in writing (or email) at least 4 weeks before the event, there is no cancellation charge.</p> <p>For cancellations 2 – 4 weeks prior to the event delegates can be transferred to another event at no charge.</p> <p>Cancellations 2 weeks or less before an event the cancellation fee will be imposed unless a colleague is able to take your place).</p>	£65 per delegate

Centre presentations/workshops/events delivered at centres' sites by City & Guilds representatives

No. of delegates	Fee
Up to 8 delegates (full day)	£500
9 - 15 delegates (full day)	£750
15 - 35 delegates (full day)	£1,000

Candidate certificate replacement

City & Guilds	ILM
<p>City & Guilds replacement certificate charges are related to the age of the original certificate</p> <p>Within 1 calendar month; free for centres and £44 per certificate thereafter</p> <p>£44 for direct requests from candidates</p>	£44 per certificate

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1 Giltspur Street, London EC1A 9DD.
cityandguilds.com

