

City & Guilds and ILM UK Centre Charges List September 2023

Version 1.6

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For external use



Document revision history

Version	Changed by	Summary of change	Approval date
1.0	City & Guilds and ILM Quality and Assessment	Annual fee updates	02 August 2021
1.1	ILM Industry Manager Quality and Assessment	ILM Certificate replacement fee revised ILM appeal and re- assessment fees revised	30 September 2021
1.2	City & Guilds and ILM Industry Manager, Quality and Assessment	Annual fee updates	11 August 2022
1.3	ILM Industry Manager Quality and Assessment	ILM centre approval fee revised Centre approval fee revised Qualification approval fee revised	05 September 2022
1.4	UK Sales Manager	Annual fee correction: Removal of qualification approval fee of £500 for electrical vehicle charging pathway	29 September 2022
1.5	City & Guilds and ILM Marketing	Document version history amendment	25 April 2023
1.6	UK Sales Manager	Annual fee updates to: Qualification approval fee Quality assurance visit Additional quality assurance visit Quality assurance remote monitoring activity Additional quality assurance monitoring.	01 September 2023

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1. 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 2023.

1.1. Centre Approval

Service type	City & Guilds	ILM
Joint approval	£3,000 (initial centre approval) Includes one qualification suite approval. 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 £350 per qualification/suite of qualifications up to level 5 and £550 for level 6 and level 7.	£3,000 (initial centre approval) Includes one qualification suite approval. 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 £350 per qualification/suite of qualifications.

1.2. Qualification approval and monitoring

Service type	City & Guilds	ILM
Qualification approval	£350 per qualification	£350 for one qualification/suite of qualifications up to level 5. £550 for one qualification/suite of qualifications at level 6 and 7.
Routine quality assurance visits	£450 Where (1) City & Guilds exercises its rights to charge the full or partial fee for the quality assurance activities as per the Centre Contract General Terms -	£450

	Quality Assurance Standards, in Section 6 or (2) the Centre cancels a visit with less than five days' notice.	
Routine quality assurance remote monitoring activity	£350 Where City & Guilds exercises its right to charge for quality assurance activities under the Centre Contract General Terms - Quality Assurance Standards, in Section 6	£350
Additional quality assurance remote monitoring or activity	£350	£350
Additional quality assurance visit or advisory visit	£600	£600
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 Centre Contract General Terms - Quality Assurance Standards, in Section 6)	£5,000 per year (per year is calculated September to August inclusive, to be invoiced within first 12 months of trading)	From September 2022 £2,500 per year From September 2024 £5,000 per year (Per year is calculated September to August inclusive)
	From September 2022: £5,000 per year for Jointly Approved Centres	

1.3. City & Guilds examination and assessment late entry fee charges for dated entry examinations

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>Online 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 Electronic Data Interchange (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.

1.4. City & Guilds Remote Invigilation

Booking Fee Per Assessment	
Type	Fee
Remote Invigilation – Live	£25

1.5. City & Guilds appeals fees

Stage 1 - Enquiries	
Type	Fee
Examination results – clerical check	£15.75
Examination results – review of marking	£52.50
Qualification (approval risk) status	£315
Moderation of internally marked assessments	£210

Stage 2 - Appeals	
Type	Fee
Moderation of internally marked assessments	£210
Appeal against a City & Guilds decision regarding an application for access arrangements or special consideration	£26.25
All other appeals	£105

Stage 3 – Independent Appeals Board

Type	Fee
Appeal against a City & Guilds decision regarding an application for access arrangements or special consideration	£26.25
All other appeals	£157.50

(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)

1.6. ILM appeal and re-assessment fees

Enquiries

Type	Fee
Stage 1: Mark sheet feedback clarification	£15
Stage 2: Re-mark	Per unit credit size (see table below)
Stage 3: Appeals	Refer to section 1.4 (see table above)

Where the original decision is overturned, no charge will apply.

Assessment

Type	Fee
1 credit assessment	£32.80
2-3 credit assessments	£36.90
4-5 credit assessments	£51.30
6-8 credit assessments	£62
9 or more credit assessments	£100

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
The finding of an ILM Malpractice investigation – decision, penalty or sanction	£125
An ILM External Verifier's decision(s) in external quality assurance (EOA) of a Centre assessed learner work (following an Enquiry)	£75
ILM's decision to decline a request for access arrangements or special considerations	£25

Independent Appeals Board (final stage)

Type	Fee
ILM's decision to decline a request for access arrangements or special considerations	£25
All other stage 3 appeals	£150

1.7. City & Guilds and ILM chargeable events

Events	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 takes your place).</p>	£65 per delegate

1.8. Centre presentations/workshops/events delivered at centres' sites by City & Guilds or ILM 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

1.9. Candidate certification replacement

City & Guilds and ILM

City & Guilds and ILM replacement certificate charges are related to the age of the original certificate.

Within 1 calendar month; **free** for centres and **£44** per certificate thereafter.

£44 for direct requests from candidates.

Centre Document Library

[The City & Guilds / ILM Centre document library can be found here](#)

[You can find more ILM centre resources and guides here](#)

These web pages provide resources designed for our centres and have practical guidance and information to help you with every aspect of running our qualifications.

The guidance covers everything from initial approval and centre charges, malpractice, to learner exam administration, policies and procedures.

[ILMs Guide to Fees can be viewed here](#)

Contact us

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Lines open: Monday to Friday 08.00 to 18.00 GMT

About City & Guilds and ILM

Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning.

We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with like-minded partners to develop the skills that industries demand across the world.

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