

CTQ Fees and Charges Policy

CTQ
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PRICING POLICY

CTQ's policy is to establish a pricing framework that is inclusive, transparent, and offers value for money to centres. Any extra charges are listed in this document.

Our qualification registration fees include certification and quality assurance. Other benefits include:

- Free online MCQ exams (if the qualification contains them)
- Free qualification application
- Free trainer registration
- Free assessment materials

FEES AND CHARGES

Centre Approval

	Fee
Centre application fee	£350
External Quality Assurance (EQA) observation of practical assessment(s)	£200

The centre application fee includes the review of the centre application and the approval call/visit. The EQA observation fee is charged to centres applying to offer qualifications with a practical assessment, such as first aid.

The centre application fee and EQA observation fee (if applicable) are payable on application. These payments are non-refundable.

Minimum Spend / Annual fees

	Fee
Minimum spend / annual fee	£500

The annual centre fee covers on-going quality assurance, administration and other centre support. This fee is waived for centres that spend more than £500 per year on qualification registrations.

Additional Fees

	Fee
Minimum spend / annual fee	£500
EQA observation of practical assessment (if additional visits are required)	£200

EQA centre visit (eg in the case of an investigation)	£300
Appeal against a decision (refunded if appeal upheld)	£150
Appeal panel review (refunded if appeal is upheld)	£250
Paper certificates, per learner (posted to centre)	£1.50
Replacement paper certificates	£10
International postage of certificates	POA

QUALIFICATION LEARNER REGISTRATION FEES

Suite	Qualification	Registration fee including online exam
First Aid suite	CTQ Level 3 Award in Emergency First Aid at Work	£5
First Aid suite	CTQ Level 3 Award in First Aid at Work	£9
First Aid suite	CTQ Level 3 Award in Forestry First Aid +F	£5
First Aid suite	CTQ Level 3 Award in Forest School First Aid for Early Years	£9
First Aid suite	CTQ Level 3 Award in Emergency Paediatric First Aid	£5
First Aid suite	CTQ Level 3 Award in Paediatric First Aid	£7
First Aid suite	CTQ Level 3 Award in First Aid for Schools	£7
First Aid suite	CTQ Level 3 Award in Forest School First Aid	£9
First Aid suite	CTQ Level 3 Award in Teaching and Assessing First Aid Qualifications	TBC
Safeguarding suite	CTQ Level 2 Award in Safeguarding Infants and Children (Early Years)	£6
Mental Health suite	CTQ Level 3 Award in Teaching and Assessing Mental Health Qualifications	TBC

All prices shown are VAT exclusive and a standard rate of 20% must be applied, unless the Centre is VAT exempt.