



Institute of Six Sigma Professionals

Guidance on Fees

Improvement Technician – ST0193

Improvement Practitioner – ST0192

Improvement Specialist – ST0555

Improvement Leader – ST0556



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Standard Qualification Fees

	Improvement Technician	Improvement Practitioner	Improvement Specialist	Improvement Leader
Total Fee	£600	£900	£1,200	£2,000
Amount payable on registration	£100	£100	£200	£200
Amount payable at Gateway	£250	£400	£500	£900
Amount payable 2 weeks prior to the first assessment element	£250	£400	£500	£900

If an assessment is required to be carried out in person, mileage will also be charged at 40p per mile, calculated from our registered office in South Wales.

Associated Learner Fees

Re-sits and re-takes

If a delegate fails a single element of an assessment, and the employer agrees it is a suitable course of action, a delegate may re-sit that element.

If a delegate fails more than one element of an assessment, and the employer agrees it is a suitable course of action, a delegate may re-take all the elements.

Re-sits of individual elements will be charged at approximately 75% of the cost of the individual element, as follows:

	Improvement Technician	Improvement Practitioner	Improvement Specialist	Improvement Leader
Professional Discussion	£170	£265	£465	£750
Multiple Choice Examination	£70	£105	£285	N/A
Report, Presentation and Questioning	£115	£175	N/A	£525

A full re-take of all elements will be charged at 75% of the total cost, including all admin elements, as follows:

	Improvement Technician	Improvement Practitioner	Improvement Specialist	Improvement Leader
Total Fee	£450	£675	£900	£1,500
Amount payable at Gateway	£200	£300	£400	£700
Amount payable 2 weeks prior to the first assessment element	£250	£375	£500	£800

Reasonable Adjustments and Special Considerations

Arrangements for reasonable adjustments are the responsibility of the employer. However, where equipment or external human resources such as a scribe, are required, the training provider and apprentice may have access to and be able to provide the equipment / resource.

The ISSP will take reasonable steps to source equipment and resources if other parties are not able to do so, but such provisions are chargeable. Such charges will be at cost.

Where an apprentice is unable to attend an assessment due to temporary illness, injury or an event outside their control, ISSP must be notified as soon as possible with an application form for Special Consideration. If the application for Special Consideration is accepted, ISSP will carry over the fee for an assessment that the apprentice was unable to take to a later assessment opportunity. Unrecoverable costs already incurred relating to that specific assessment will still be charged. These may include such items as mileage or accommodation as well as administration.

If the application for Special Consideration is rejected, then the fee will not be carried over and the apprentice will receive a Fail grade for the part of the assessment missed.