

# Guidance on Fees

***Improvement Technician – ST0193***

***Improvement Practitioner – ST0192***

***Improvement Specialist – ST0555***

***Improvement Leader – ST0556***

***Quality Practitioner – ST0853***



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## Standard Qualification Fees

|                                | Improvement Technician | Improvement Practitioner | Improvement Specialist | Improvement Leader | Quality Practitioner |
|--------------------------------|------------------------|--------------------------|------------------------|--------------------|----------------------|
| <b>Level</b>                   | <b>3</b>               | <b>4</b>                 | <b>5</b>               | <b>6</b>           | <b>4</b>             |
| <b>Total Fee</b>               | <b>£650</b>            | <b>£900</b>              | <b>£1,350</b>          | <b>£2,200</b>      | <b>£900</b>          |
| Amount payable on registration | £50                    | £50                      | £50                    | £50                | £50                  |
| Amount invoiced at Gateway     | £600                   | £850                     | £1300                  | £2150              | £850                 |

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. Plus any subsistence costs, as agreed in advance.

## 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 | Quality Practitioner |
|-----------------------------|------------------------|--------------------------|------------------------|--------------------|----------------------|
| Professional Discussion     | £210                   | £300                     | £550                   | £900               | £300                 |
| Multiple Choice Examination | £88                    | £115                     | £450                   | N/A                | N/A                  |
| Report, Presentation        | £190                   | £260                     | N/A                    | £750               | £375                 |

|                 |  |  |  |  |  |
|-----------------|--|--|--|--|--|
| and Questioning |  |  |  |  |  |
|-----------------|--|--|--|--|--|

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 | Quality Practitioner |
|----------------------------------------------|------------------------|--------------------------|------------------------|--------------------|----------------------|
| <b>Total Fee, invoiced at second Gateway</b> | <b>£488</b>            | <b>£675</b>              | <b>£1013</b>           | <b>£1,650</b>      | <b>£675</b>          |

### 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.