



Fees list

2024



Active iQ

Qualification Pricing Strategy



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KEY
POINT

**FREE electronic lecture packs
for selected qualifications***

Active leisure qualifications – registration/certification fees

	AWARD	CERTIFICATE (UP TO 17 CREDITS)	CERTIFICATE (18+ CREDITS)	DIPLOMA (UP TO 51 CREDITS)	DIPLOMA (52+ CREDITS)	NVQS
Entry Level	£16.50	N/A	N/A	N/A	N/A	N/A
Level 1	£16.50	£27.50	£66	£77	N/A	£44
Level 2	£27.50	£38.50	£77	£88	£99 to £198	£49.50
Level 3	£33	£49.50	£88	£99	£155 to £198	£66
Level 4	£33 to £38.50	£99 for all certificates		£110	N/A	N/A

Management and leadership, business administration and customer service qualifications – registration/certification fees

	DIPLOMA (NVQ AND NON-NVQ)
Entry Level	N/A
Level 1	N/A
Level 2	£82.50
Level 3	£93.50
Level 4	£104.50
Level 5	£115.50

Please note that all prices exclude VAT.

ENTRY LEVEL	QUAL CODE	REG/ CERT FEE	MANUAL	EMANUAL	ELEARNING **	REG/CERT/ ELEARNING FEE	REG/CERT/ ELEARNING/ HARD COPY MANUAL FEE***
Award in the Principles of Leading an Active, Healthy Life	Q3EAHL	£16.50	£11	£4.50	N/A	N/A	N/A

*When downloaded from one drive/ wetransfer. Other formats may incur a charge.

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LEVEL 1

	QUAL CODE	REG/ CERT FEE	MANUAL	EMANUAL	ELEARNING **	REG/CERT/ ELEARNING FEE	REG/CERT/ ELEARNING/ HARD COPY MANUAL FEE***
Functional Skills – English	FSE01	£17.50	N/A	N/A	N/A	N/A	N/A
Functional Skills – Information and Communication Technology	FSI01	£17.50	N/A	N/A	N/A	N/A	N/A
Functional Skills – Maths	FSM01	£17.50	N/A	N/A	N/A	N/A	N/A
Award in Active, Healthy Living	Q1AL	£16.50	£17	£4.50	N/A	N/A	N/A
Award in Assisting Sport and Physical Activity Sessions	Q1ASP	£16.50	£10	£4.50	N/A	N/A	N/A
Award in Fitness and Physical Activity	Q1FPA	£16.50	N/A	N/A	N/A	N/A	N/A
Award in Influencing Health and Wellbeing	Q1IHW	£16.50	N/A	N/A	N/A	N/A	N/A
Award in Lifestyle Management	Q1ALM	£16.50	N/A	N/A	N/A	N/A	N/A
Certificate in Sport and Physical Activity	Q1SPA	£66	£38	£19	N/A	N/A	N/A

LEVEL 2

	QUAL CODE	REG/ CERT FEE	MANUAL	EMANUAL	ELEARNING **	REG/CERT/ ELEARNING FEE	REG/CERT/ ELEARNING/ HARD COPY MANUAL FEE***
Functional Skills – English	FSE02	£17.50	N/A	N/A	N/A	N/A	N/A
Functional Skills – Information and Communication Technology	FSI02	£17.50	N/A	N/A	N/A	N/A	N/A
Functional Skills – Maths	FSM02	£17.50	N/A	N/A	N/A	N/A	N/A
Award in Alcohol Awareness	Q2AAA	£27.50	£24	£7	£35	£27.50 *	£51 *
Award in Employment Awareness in Active Leisure and Learning	Q2MTC	£27.50	£15	£7	N/A	N/A	N/A

*Free eLearning with registration on selected qualifications (qualifications that apply are highlighted in purple).

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LEVEL 2	QUAL CODE	REG/ CERT FEE	MANUAL	EMANUAL	ELEARNING **	REG/CERT/ ELEARNING FEE	REG/CERT/ ELEARNING/ HARD COPY MANUAL FEE***
Award in Health and Community Activation	Q2HCA	£27.50	N/A	N/A	N/A	N/A	N/A
Award in Instructing Circuit Sessions	Q2IC21	£27.50	£20	£7	N/A	N/A	N/A
Award in Instructing Kettlebells	Q2KB21	£27.50	£20	£7	N/A	N/A	N/A
Award in Instructing Physical Activity for Children	Q2PAC	£27.50	N/A	N/A	N/A	N/A	N/A
Award in Instructing Studio Cycling	Q2ISC21	£27.50	£20	£7	N/A	N/A	N/A
Award in Instructing Suspended Movement Training	Q2SMT	£27.50	£20	£7	N/A	N/A	N/A
Award in Instructing Water-based Exercise	Q2WBE	£27.50	£24	£7	N/A	N/A	N/A
Award in Leading Physical Activity for Adolescents	Q2LPAA	£27.50	£24	£7	N/A	N/A	N/A
Award in Mental Health Awareness	Q2MHA	£27.50	£16	£7	£9	£27.50	£43
Award in Pool Operations	Q2PO	£27.50	£16	£7	N/A	N/A	N/A
Award in Safeguarding and Protecting Children and Vulnerable Adults	Q2SCA	£27.50	N/A	N/A	£9	£27.50	N/A
Award in Smoking Awareness and Cessation	Q2ASAC	£27.50	£15	£7	£35	£27.50 *	£43 *
Award in Understanding Nutrition, Performance and Healthy Eating	Q2UNUT	£27.50	£13	£7	£35	£27.50 *	£41 *
Award in Working with Communities to Promote and Support Active Healthy Lifestyles	Q2WWC	£27.50	£22	£7	£35	£27.50 *	£50 *

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Certificate in Customer Service	Q2CS	£77	£27	£20	£75	£77 *	£104 *
Certificate in Customer Service and Professional Development	Q2CSPD	£38.50	N/A	N/A	N/A	N/A	N/A
A specific agreement must be in place for any centre wishing to deliver this qualification outside of an apprenticeship framework in Wales or Northern Ireland.							
Certificate in Fitness Instructing – Aqua	Q2FIA	£77	£28	N/A	N/A	N/A	N/A
Certificate in Fitness Instructing – Children	Q2FIC	£77	£28	N/A	N/A	N/A	N/A
Certificate in Fitness Instructing – ETM	Q2FIE	£77	£28	N/A	N/A	N/A	N/A
Certificate in Fitness Instructing – Gym	Q2FIG	£77	£28	N/A	£75	£120	£142
Certificate in Fitness Instruction and Self-Development in Active Leisure	Q2CFISD	£77	£36	N/A	£90	£135	£161
Certificate in Group Training	Q2CGT	£77	£38	£19	£35	£100	£135
Certificate in Gym Instructing	Q2GI	£77	£30	£19	£75	£120	£142
Certificate in Introductory Work in the Outdoors	Q2AIWO	£38.50	N/A	N/A	N/A	N/A	N/A
Certificate in Leading Health-Related Activity Sessions	Q2CAL	£38.50	£16	£10	N/A	N/A	N/A
Certificate in Leisure Operations (mandatory units 1-6)	Q2LO	£77	£38	£19	£75	£77 *	£115 *
Pool Lifeguarding (optional unit 7)	Q2LO	N/A	£26	£25	N/A	N/A	N/A

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Handling and Maintaining Equipment in Active Leisure (optional unit 8)	Q2LO	N/A	£8	£4.50	N/A	N/A	N/A
Cleaning in Active Leisure (optional unit 9)	Q2LO	N/A	£8	£4.50	N/A	N/A	N/A
Swimming Pool Water Testing (optional unit 10)	Q2LO	N/A	£9	£4.50	N/A	N/A	N/A
Understanding how to Sell Services and Products to Customers in Active Leisure (optional unit 11)	Q2LO	N/A	£7	£4.50	£15	N/A	N/A
Know how to Provide an Active Leisure Facility Reception Service (optional unit 12)	Q2LO	N/A	£9	£4.50	£15	N/A	N/A
Diploma in Health and Fitness 2021	Q2DHF21	£198	Depends on units. Call 01480 467950			N/A	N/A
Diploma in Physical Activity, Fitness and Exercise Science	Q2DAFE	£99	Depends on units. Call 01480 467950			N/A	N/A
Muscle Origins and Insertions Manual	QMOI	N/A	£11	£7	N/A	N/A	N/A

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LEVEL 3	QUAL CODE	REG/ CERT FEE	MANUAL	EMANUAL	ELEARNING **	REG/CERT/ ELEARNING FEE	REG/CERT/ ELEARNING/ HARD COPY MANUAL FEE***
Award in Understanding the Principles and Practices of Assessment	Q3ASS1	£33	£16	£8.50	£35	£33 *	£49 *
Award in Assessing Competence in the Work Environment (centres should order the Award in Understanding the Principles and Practices of Assessment manual for use with this qualification if online learning is not being used)	Q3ASS2	£33	£16	£8.50	N/A	N/A	N/A
Award in Assessing Vocationally-Related Achievement (centres should order the Award in Understanding the Principles and Practices of Assessment manual for use with this qualification if online learning is not being used)	Q3ASS3	£33	£16	£8.50	N/A	N/A	N/A
Certificate in Assessing Vocational Achievement (centres should order the Award in Understanding the Principles and Practices of Assessment manual for use with this qualification if online learning is not being used)	Q3ASS4	£49.50	£16	£8.50	N/A	N/A	N/A
Award in Education and Training	Q3EAT	£33	£17	£8	£35	£33 *	£50 *
Award in Conditioning for Exercise and Sports Performance	Q3CES	£33	N/A	N/A	N/A	N/A	N/A
Award in Designing Exercise Programmes for Disabled Clients	Q3PDP	£33	N/A	N/A	N/A	N/A	N/A
Award in Designing Exercise Programmes for Older Adults	Q3AOA	£33	£25	£8.50	N/A	N/A	N/A

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LEVEL 3	QUAL CODE	REG/ CERT FEE	MANUAL	EMANUAL	ELEARNING **	REG/CERT/ ELEARNING FEE	REG/CERT/ ELEARNING/ HARD COPY MANUAL FEE***
Award in Emergency First Aid at Work	Q3EFAW	£5.50	£10	£2	N/A	N/A	N/A
Award in First Aid at Work	Q3FAAW	£11	£15	£2	N/A	N/A	N/A
Award in Employment Awareness in Active Leisure and Learning	Q3MTC	£33	£15	£8.50	N/A	N/A	N/A
Award in Instructing Outdoor Fitness	Q3IOF	£33	N/A	N/A	N/A	N/A	N/A
Award in Nutrition for Exercise and Health	Q3NEH	£33	£22	£8.50	£25	£33 *	£55 *
Award in Nutrition for Sport and Exercise Performance	Q3NSE	£33	£24	£8.50	N/A	N/A	N/A
Award in Operating Small Pools	Q3OSP	£33	£22	£8.50	N/A	N/A	N/A
Award in Managing Pool Operations	Q3MPO	£33	£30	£8.50	N/A	N/A	N/A
Award in Supporting Pre and Postnatal Clients with Exercise and Nutrition	Q3PPNC	£33	£22	£8.50	£35	£33 *	£55 *
Certificate in Leisure Management (mandatory units 1-6)	Q3LM	£88	£38	£22	N/A	N/A	N/A
Understanding Financial Procedures in Active Leisure (optional unit 7)	Q3LM	N/A	£8	£4.50	N/A	N/A	N/A
Understanding How to Deliver Objectives through the Work of an Active Leisure Team (optional unit 8)	Q3LM	N/A	£7	£4.50	N/A	N/A	N/A
Understanding How to Supervise Facility Maintenance in Active Leisure (optional unit 9)	Q3LM	N/A	£8	£4.50	N/A	N/A	N/A

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LEVEL 3	QUAL CODE	REG/ CERT FEE	MANUAL	EMANUAL	ELEARNING **	REG/CERT/ ELEARNING FEE	REG/CERT/ ELEARNING/ HARD COPY MANUAL FEE***
Marketing in Active Leisure (optional unit 10)	Q3LM	N/A	£8	£4.50	N/A	N/A	N/A
Understanding How to Sell Services and Products to Customers in Active Leisure (optional unit 11)	Q3LM	N/A	£6	£4.50	N/A	N/A	N/A
Operating Swimming Pool Plant (optional unit 12)	Q3LM	N/A	£16	£8.50	N/A	N/A	N/A
A specific agreement must be in place for any centre wishing to deliver this qualification outside of an apprenticeship framework in Wales or Northern Ireland.							
Certificate in Personal Training	Q3CPT	£88	£34	£22	£100	£155	£182
Diploma in Coaching Sports	Q3CS	£99	N/A	N/A	N/A	N/A	N/A
Diploma in Coaching Sports and Fitness	Q3CSF	£99	N/A	N/A	N/A	N/A	N/A
Diploma in Personal Training for Health, Fitness and Performance	Q3DPT	£121	N/A	N/A	N/A	N/A	N/A
Diploma in Exercise Referral (with A&P unit)	Q3DER	£99	£45	All units £25	£100	£165	£200
Diploma in Exercise Referral (without A&P unit)	Q3DER	£99	£40	£16 (No NUT & A&P £12)	N/A	N/A	N/A
A specific agreement must be in place for any centre wishing to deliver this qualification outside of an apprenticeship framework in Wales or Northern Ireland.							
Diploma in Fitness Instructing and Personal Training	Q3DFIPT	£165	£62	N/A	£150	£270	£318
Diploma in Fitness Instructing and Physical Activity	Q3FPA	£99	N/A	N/A	N/A	N/A	N/A

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Diploma in Gym Instructing and Personal Training	Q3GIPT	£165	£65	£41	£150	£270	£320
Diploma in Health and Fitness 2021	Q3DHF21	£198	Depends on units. Call 01480 467950			N/A	N/A
Diploma in Instructing Pilates Matwork	Q3PIL	£99	£45	£25	N/A	N/A	N/A
Diploma in Personal Training	Q3DIPT	£88	£46	£22	£100	£150	£188
A specific agreement must be in place for any centre wishing to deliver this qualification outside of an apprenticeship framework in Wales or Northern Ireland.							
Diploma in Personal Training and Business Skills for Fitness Professionals	Q3PTBS	£99	£51	£25	£100	£180	£200
Diploma in Physical Activity, Fitness and Exercise Science	Q3SDAFE	£198 Year 1-£99 Year 2-£99	N/A	N/A	N/A	N/A	N/A
Diploma in Sports Massage Therapy	Q3SMT	£99	£48	£25	£100	£99*	£147 *
Diploma in Supporting the Delivery of Physical Education and School Sport	Q3DPE	£99	N/A	N/A	N/A	N/A	N/A
Diploma in Teaching Yoga	Q3DTY	£99	£48	£25	N/A	N/A	N/A
Diploma in Supporting Clients with Long-term Conditions	Q3LTC	£99	£88	£40	£150	£240	£278 eManual only
Online Diploma in Supporting Clients with Long-term Conditions	Q30LTC	£99	£88	£40	£150	£240	£278 eManual only
Extended Diploma in Personal Training	Q3EDPT	£198	£88	£45	N/A	N/A	N/A

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LEVEL 3	QUAL CODE	REG/ CERT FEE	MANUAL	EMANUAL	ELEARNING **	REG/CERT/ ELEARNING FEE	REG/CERT/ ELEARNING/ HARD COPY MANUAL FEE***
Extended Diploma in Personal Training for Health, Fitness and Performance	Q3EDPT	£198	N/A	N/A	N/A	N/A	N/A

LEVEL 4	QUAL CODE	REG/ CERT FEE	MANUAL	EMANUAL	ELEARNING **	REG/CERT/ ELEARNING FEE	REG/CERT/ ELEARNING/ HARD COPY MANUAL FEE***
Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice	Q4VER1	£33	£16	£8.50	N/A	N/A	N/A
Award in the Internal Quality Assurance of Assessment Processes and Practice	Q4VER2	£38.50	£16	£8.50	N/A	N/A	N/A
Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	Q4VER3	£99	£16	£8.50	N/A	N/A	N/A
Certificate in Education and Training	Q4EAT	£99	N/A	N/A	£60	£99 *	N/A
Certificate in Advanced Personal Training	Q4CPT	£99	N/A	N/A	N/A	N/A	N/A
Certificate in Instructing Pilates Matwork	Q4PIL	£99	N/A	N/A	N/A	N/A	N/A
Certificate in Physical Activity and Lifestyle Strategies for Managing Low Back Pain	Q4LMBP	£99	£51	£25	£60	£99 *	£150 *
Certificate in Physical Activity and Weight Management for Obese and Diabetic Clients	Q4WMOD	£99	£50	£25	£60	£99 *	£149

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LEVEL 4	QUAL CODE	REG/ CERT FEE	MANUAL	EMANUAL	ELEARNING **	REG/CERT/ ELEARNING FEE	REG/CERT/ ELEARNING/ HARD COPY MANUAL FEE***
Certificate in Postural Assessment and Corrective Exercise	Q4PACE	£99	eManual only	£25	£25 *	N/A	N/A
Certificate in Sports Massage Therapy	Q4SMT	£99	£37	£25	N/A	N/A	N/A
Certificate in Strength and Conditioning	Q4CSC	£99	N/A	N/A	N/A	N/A	N/A
Diploma in Primary Physical Education Practice	Q4PPEP	£99	N/A	N/A	N/A	N/A	N/A

LEVEL 4	QUAL CODE	REG/CERT/ EMANUAL FEE***
Certificate in Nutrition Coaching (in partnership with BTN Academy)	Q4CNC	£300



KEY
POINT

***eLearning for individual units is also available.
Contact 01480 467950 for further information

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WORK-BASED COMPETENCY LEVEL 2	QUAL CODE	REG/CERT FEE	ELEARNING **	REG/CERT/ELEARNING FEE
NVQ Certificate in Active Leisure, Learning and Wellbeing Operational Services	NVQOPS	£49.50	N/A	N/A
NVQ Certificate in Activity Leadership	NVQAL	£49.50	N/A	N/A
Diploma in Business Administration	Q2DBA	£82.50	N/A	N/A
Diploma in Customer Service	Q2DCS	£82.50	N/A	N/A
A specific agreement must be in place for any centre wishing to deliver this qualification outside of an apprenticeship framework in Wales or Northern Ireland.				
NVQ Diploma in Instructing Exercise and Fitness (Gym, ETM, Aqua, Children)	NVQIEF	£49.50	N/A	N/A
Diploma in Team Leading	Q2DTL	£82.50	N/A	N/A

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WORK-BASED COMPETENCY LEVEL 3	QUAL CODE	REG/CERT FEE	ELEARNING **	REG/CERT/ ELEARNING FEE
Certificate in Supporting the Delivery of Physical Education and School Sport	Q3CPE	£88	N/A	N/A
Diploma in Business Administration	Q3DBA	£93.50	N/A	N/A
Diploma in Customer Service	Q3DCS	£93.50	N/A	N/A
NVQ Diploma in Leisure Management	NVQLM	£66	N/A	N/A
Diploma in Management	Q3DM	£93.50	N/A	N/A
<i>From 30 Sept 2020 -only available in Wales and Northern Ireland for apprenticeship delivery by prior agreement with Active IQ.</i>				
NVQ Diploma in Personal Training	NVQPT	£66	N/A	N/A
NVQ Diploma in Sports Development	NVQ3SD	£66	N/A	N/A
Diploma in Supporting the Delivery of Physical Education and School Sport	Q3DPE	£99	N/A	N/A

WORK-BASED COMPETENCY LEVEL 4	QUAL CODE	REG/CERT FEE	ELEARNING *	REG/CERT/ ELEARNING FEE
NVQ Diploma in Management	NVQ4DM	£104.50	N/A	N/A

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WORK-BASED COMPETENCY LEVEL 5	QUAL CODE	REG/CERT FEE	ELEARNING *	REG/CERT/ ELEARNING FEE
NVQ Diploma in Management and Leadership	NVQ5DML	£115.50	N/A	N/A

Regulated qualifications available in Arabic

Learner achievement portfolios, multiple choice theory exams and eManuals available in Arabic.

LEVEL 2	QUAL CODE	REG/CERT FEE	EMANUAL
Certificate in Gym Instructing	Q2CGIA	£77	£19
Certificate in Group Training	Q2CGTA	£77	£19
LEVEL 3	QUAL CODE	REG/CERT FEE	EMANUAL
Diploma in Personal Training	Q3DIPTA	£88	£22

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END-POINT ASSESSMENT STANDARDS	LEVEL	ASSESSMENT METHOD	FEE (FROM 1 JANUARY 2020)
Business Administrator	3	Remote	£790
Community Activator Coach	2	Live	£900
Community Sport and Health Officer	3	Remote	£1,350
Customer Service Practitioner	2	Remote	£500
Customer Service Specialist	3	Live	£675
Early Years Educator	3	Remote	£600
Early Years Lead Practitioner	5	Live	£1050
Early Years Practitioner	2	Remote	£540
Facilities Manager	4	Remote	£950
Facilities Management Supervisor	3	Remote	£640
Facilities Services Operative	2	Live	£600
Learning Mentor	3	Live	£750
Learning and Skills Assessor	3	Live	£750
Leisure Duty Manager	3	Remote	£750
Leisure Team Member	2	Live	£950
Operations or Departmental Manager	5	Remote	£995
Outdoor Activity Instructor	3	Live	£850
Passenger Transport Operations Manager	4	Remote	£1200
Passenger Transport Operative	2	Live	£940
Personal Trainer	3	Live	£800
Sports Coach	4	Live	£1750
Teaching Assistant	3	Live	£800
Team Leader/Supervisor	3	Remote	£790



When a provider specifically requests a live assessment, where the assessment method is stated as remote, our standard live assessment surcharge of £150 will apply in addition to our EPA fee. Where a standards assessment method specifically states live assessment no additional surcharge will apply.



REASSESSMENT FEES STANDARDS	LEVEL	FEE
Business Administrator	3	
Knowledge test.		£30
Portfolio-based interview.		£140
Project presentation.		£125
Community Activator Coach	2	
Practical coaching observation.		£185
Presentation with questions and answers.		£125
Panel interview.		£125
Community Sport and Health Officer	3	
Live work-based observation.		£185
Live case study challenge.		£225
Presentation with questions and answers.		£125
Panel interview.		£125
Customer Service Practitioner	2	
Apprentice showcase.		£125
Practical observation.		£140
Professional discussion.		£140
Customer Service Specialist	3	
Practical Observation with questions and answers.		£140
Work based project, supported by an interview.		£160
Professional discussion supported by portfolio evidence.		£160
Early Years Educator	3	
Knowledge test.		£60*
Professional discussion.		£160



REASSESSMENT FEES STANDARDS	LEVEL	FEE
Early Years Lead Practitioner	5	
Observation with Q&A		£300
Professional discussion.		£250
Case study with report, presentation and Q&A.		£225
Early Years Practitioner	2	
Knowledge test.		£30**
Professional discussion.		£160
Facilities Management Supervisor	3	
Knowledge test.		£80
Competency-based interview.		£140
Facilities Manager***	4	
Work-based project.		£200
Presentation.		£150
Professional discussion.		£225
Facilities Services Operative	2	
Knowledge test.		£30
Observation.		£250
Professional discussion.		£140
Learning and Skills Assessor	3	
Observation.		£185
Professional discussion.		£160

*To offer mandated or recommended qualifications as part of an apprenticeship programme, providers will need to gain Active IQ centre approval. To find out more, please contact us at apprenticeships@activeiq.co.uk

** When a provider specifically requests a live invigilation an additional surcharge will apply, please contact apprenticeships@activeiq.co.uk for more details.

*** To offer mandated qualifications that Active IQ does not offer. Approval with a recognised Awarding Organisation to deliver this qualification will be required.



REASSESSMENT FEES STANDARDS	LEVEL	FEE
Leisure Duty Manager	3	
Project.		£125
Presentation.		£125
Professional discussion.		£140
Leisure Team Member	2	
Professional discussion.		£140
Observation of practical activities with questioning.		£320
Operations or Departmental Manager	5	
Professional review.		£250
Project proposal, presentation and Q&A.		£300
Outdoor Activity Instructor	3	
Practical test.		£225
Professional discussion supported by a portfolio of evidence.		£140
Passenger Transport Operative	2	
Observation with questions.		£160
Interview underpinned by portfolio.		£160
Passenger Transport Operations Manager	4	
Project-based assignment.		£500
Professional review.		£300
Personal Trainer	3	
Practical observation with questions and answers.		£185
Presentation with questions and answers.		£125
Interview.		£125



REASSESSMENT FEES STANDARDS	LEVEL	FEE
Sports Coach	4	
Work-based project and presentation with questioning.		£225
Practical observation with questioning.		£225
Professional discussion underpinned by a portfolio.		£200
Teaching Assistant	3	
Practical observation with questions and answers.		£200
Professional discussion supported by portfolio of evidence.		£175
Team Leader/Supervisor	3	
Professional discussion underpinned by a portfolio.		£140
Presentation with questions and answers.		£140





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Additional pricing

A background image showing a group of people in a meeting or collaborative work environment. The image is partially obscured by a large, dark purple geometric overlay that covers the right side and bottom of the frame. The people are seen from the chest up, looking down at documents or devices on a table.



REGISTRATION AND CERTIFICATION FEES	COST
Unit certification cost (per unit for Entry Level and Level 1 qualifications) excluding functional skills - <i>This cost does not apply to qualifications comprised of only one unit</i>	£10
Unit certification cost (per unit for Level 2 and above qualifications) - <i>This cost does not apply to qualifications comprised of only one unit</i>	£15

CENTRE ADMINISTRATION FEES	COST
The Annual Centre Recognition fee* [†] - invoiced in September each year.	£625
Additional external verification visits (if required)	£250
Hard copy replacement and duplicate certificates (full and units)	£15
Hard copy replacement and duplicate certificates (full and units) with additional electronic versions	£25
Bespoke centre training days	POA
Admin fee for dealing with appeals	£100

*If you wish to become an Active IQ approved centre, the annual centre recognition fee will be pro rata in accordance with the remainder of the year. For example, if you become approved in March 2023, you will only pay half of the annual fee. Our approvals team will discuss this with you when you enquire about becoming a centre.

[†] Overseas centres are subject to travel and expense for EV visits.

PROFESSIONAL RECOGNITION	COST
Professional Recognition fee for approval of non-approved centres	£100
Bronze Licence (for 1 training programme)	£450 per year
Silver Licence (for 2 to 5 training programmes)	£600 per year
Gold Licence (for 6 to 10 training programmes)	£850 per year
Platinum Licence (11 or more training programmes)	£1,250 per year

CUSTOM QUALIFICATIONS (approval by specific agreement)		REG/CERT FEE
Level 2 Award in Max Whitlock Gymnastics	603/4219/5	£27.50
Level 3 Award in Understanding the Development and Delivery of End-point Assessment	603/6845/7	£33
Level 4 Award in the External Quality Assurance of Assessment Processes and Practice	501/0179/1	£33



MARKETING MATERIALS	COST
Promotional posters (quantity of 10) A5/A4/A3	£10.50/£12/£13
Bespoke A5 marketing flyer single-sided (quantity of 250)	£48
Bespoke A5 marketing flyer single-sided (quantity of 500)	£86.50
Bespoke A5 marketing flyer double-sided (quantity of 250)	£68
Bespoke A5 marketing flyer double-sided (quantity of 500)	£131
USB lecture packs (sent as standard Royal Mail first class post)	£8 per lecture pack plus postage

Please contact Active IQ for an order form: 01480 467950.

FUNCTIONAL SKILLS ADDITIONAL FEES	COST
Registration	£17.50
Resit	FREE*
Duplicate/ Certificate	£35
Learner name change	£5
Qualification transfer fee	£10
Paper surcharge	£8

*First resit FREE, all resits thereafter will be charged at £18 per resit
Remote invigilation per exam £25



Postage and packaging

Prices listed below are for a standard five working day delivery within mainland England, Scotland and Wales.

TOTAL ORDER VALUE	POSTAGE AND PACKAGE COST
Up to £150	£9
Up to £250	£10
Up to £500	£18
Up to £750	£27
Up to £1000	£36
Up to £2000	£72
Orders over £2000	£109

If you require an expedient delivery service please see the options below (please note the above price will be added to the service below).

TIMEFRAME	URGENCY FEE
Next Day Delivery	£15
Two Day Delivery	£10
Three Day Delivery	£5

Prices listed below are for either a two day or next working day delivery within Scottish Highlands & Islands, Northern Ireland, Channel Islands, Isle of Man and Scilly Isles.

TIMEFRAME	POSTAGE AND PACKAGE COST
Next Day Delivery	£40.85 per box
Two Day Delivery	£24.15 per box

The above prices are all weight driven and based on a maximum of 30kg per box.
These options are based on deliveries Monday-Friday, excluding Saturday and Sunday.

NB: All prices are excluding VAT.

**KEY POINT**

Please note all expedient delivery options must be approved and payment received before 1pm to ensure we can meet the requested delivery options.

For Europe/International deliveries and any regions not listed above please contact our Customer Experience team for a quote by emailing orders@activeiq.co.uk. If your query or order is urgent please call the team on 01480 467950.



Active iQ

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