

City & Guilds and ILM

UK centre charges list

Version 2.0

Last updated September-2026



Document revision history

Version	Summary of change	Approval date
1.0	Annual fee updates	02/08/2021
1.1	ILM Certificate replacement fee revised ILM appeal and re-assessment fees revised	30/09/2021
1.2	Annual fee updates	11/08/2022
1.3	ILM centre approval fee revised Centre approval fee revised Qualification approval fee revised	05/09/2022
1.4	Annual fee correction: removal of qualification approval fee of £500 for electrical vehicle charging pathway	29/09/2022
1.5	Document version history amendment	25/04/2023
1.6	Annual fee updates to: - Qualification approval fee - Quality assurance visit - Additional quality assurance visit - Quality assurance remote monitoring activity - Additional quality assurance monitoring	01/09/2023
1.7	Annual fee updates New charges itemised for: - Quality assurance activities - Late registration and entry fees - Additional administrative fees Formatting changes	30/07/2024
1.8	Formatting changes	1/08/2024
1.9	Link amended in 'Approvals and monitoring'	18/10/2024
1.10	Amendment to on-demand late entry fees	03/02/2025

	Addition of VTQ Checkpoint administration fee (previously communicated to centres October 2024)	
1.11	Annual fee and charges updates New charges itemised for: - Additional administrative fees - Clarification of chargeable events (section 8)	01/09/2025
2.0	Addition of VAT statement Resit fees itemised for Technical Awards Charges itemised for listed CPD events	01/11/2025
2.1	Inflationary increases to late entry charges Correction of Late submission fee	01/09/2026

Contents

1.0 Approvals and monitoring	4
1.1 Centre approval	4
1.2 Qualification approval and monitoring	4
2.0 Minimum spend threshold	5
3.0 Late charges.....	6
3.1 Late entry charges for on-demand examinations	6
3.2 Late entry charges for dated entry examinations	7
3.3 Late charges for Technical Qualifications	8
3.4 Late charges for T Levels	9
4.0 City & Guilds additional administrative fees	10
5.0 Technical Awards Resits.....	14
5.1 Resit fees for City & Guilds Technical Awards.....	14
6.0 Remote Invigilation.....	14
6.1 City & Guilds remote invigilation	14
7.0 Certificates	14
7.1 Candidate certification replacement.....	14
8.0 Appeals.....	15
8.1 City & Guilds enquiries and appeals fees	15
8.2 ILM appeal and re-assessment fees.....	16
9.0 Chargeable events	18
9.1 Listed Continual Professional Development (CPD) training.....	18
9.2 Bespoke Training.....	18

City & Guilds and ILM UK Centre Charges

This document sets out the charges applicable to all City & Guilds and ILM approved centres with effect from September 2025. These charges are applicable to the UK only.

VAT may apply depending on your funding status and VAT registration. Please contact us if you're unsure at customersupport@cityandguilds.com or 0192 4930 800.

1.0 Approvals and monitoring

1.1 Centre approval

Service type	City & Guilds and ILM
Centre approval	£3,000 (initial centre approval). Includes one qualification suite approval. Centres have the option to access approval for both City & Guilds and ILM without needing to pay an additional centre approval fee. Centre approval is activated on successful completion of a qualification approval form at £350 per qualification or £550 per level 6 or level 7 ILM qualification.

1.2 Qualification approval and monitoring

Service type	City & Guilds and ILM
Qualification approval	£350 per qualification. £550 for one ILM qualification at level 6 and 7.
Quality assurance activity	Inclusive quality assurance activities are not chargeable. Charges apply for all non-inclusive activities: £350 for a remote activity £350 for a half day visit (plus expenses) £600 for a full day visit (plus expenses) Full details of inclusive and non-inclusive activities are set out in the City & Guilds Quality Assurance Standards. City & Guilds exercises its rights to charge if the Centre cancels a visit with less than two working days' notice.

Expenses	Exceptional expenses (such as flights) will be charged in addition to the above fees.
----------	---

2.0 Minimum spend threshold

Minimum spend threshold (for the purposes of the Centre Contract General Terms - Quality Assurance Standards, in Section 6)	£2,500 per year for individual or jointly approved centres. The threshold includes all paid-for services offered by City & Guilds and ILM including approval, registration, certification, teaching and learning materials and event fees. (Per year is calculated September to August inclusive, to be invoiced within first 12 months of trading).
---	--

3.0 Late charges

3.1 Late entry charges for on-demand examinations

Last entry deadline	The date for accepting exam entries for on-demand exams is 14 calendar days prior to the examination day unless otherwise stated on the relevant qualification documentation.
On demand examinations and assessments	Entries made online through Walled Garden or EDI will incur standard entry fees where applicable, as published on the qualification catalogue.
	City & Guilds will not usually accept entries for an exam with less than 14 calendar days' notice. Under exceptional circumstances, where an entry is approved by customer service within the 14-day period, centres will incur a £46.26 administration fee plus £20.56 per assessment entered.
Additional candidates	Centres must not add candidates on the day of the examination without an entry. Where this is the case, the centre must contact City & Guilds Customer Services before close of business to ensure the missing entries are recorded. You will be charged a £46.26 administration fee plus £20.56 per assessment entered. If a centre does not notify City & Guilds (referred to as a 'pirate candidate entry') and a back-dated order is required, an additional administration fee will be charged. See Section 4.

3.2 Late entry charges for dated entry examinations

Last entry deadline (excluding Technicals and T Levels)	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 (excluding Technicals and T Levels)	Online entry (through Walled Garden or EDI): • 1st to the 7th day of the month prior to the examination date - free of charge. • 8th day of the month prior to the examination to 14 calendar days prior to the examination date is a £49.26 administration fee plus £10.95 per assessment entered. Supported entry (through Customer Services or similar): • 1st to the 7th day of the month prior to the examination date - £49.26 administration fee plus £10.95 per assessment entered. • 8th day of the month prior to the examination to 14 calendar days prior to the examination date is a £49.26 administration fee plus £21.90 per assessment entered.
Additional candidates	Centres should not add candidates on the day of the examination without an entry. Where this is the case, the centre must contact City & Guilds Customer Services before close of business to ensure the missing entries are recorded. You will be charged a £49.26 administration fee plus £21.90 per assessment entered. If a centre does not notify City & Guilds (referred to as a 'pirate candidate entry') and a back-dated order is required, an additional administration fee will be charged. See Section 4.

3.3 Late charges for Technical Qualifications

Registration and entry windows <i>Both registration and entry windows for Technical Qualifications can be found on the Technical Qualifications Resource Hub</i>	For Technical Qualifications we apply standard, late and very late registration and assessment entry windows. Registrations and entries made outside the standard window will incur additional fees.
Late registration	• Standard registration window: per published fee • Late registration window: £93.05 • Very late registration window: £139.58 The fees listed above are charged in addition to the published registration fee. Example: If the published Walled Garden registration fee is £172.50 but the registration is made in the <i>late</i> registration window, an additional fee of £93.05 will be charged (Total charge £265.55). Please note: for Technical qualifications, the price published on the Walled Garden catalogue for registration will be the current fee applicable to either the <i>standard</i>, <i>late</i> or <i>very late</i> registration window on which today's date falls within. The price will return to the standard registration fee at the start of the academic window.
Late entry (examination and/or assessment)	• Standard entry window: per published fee • Late entry window: £54.74 • Very late entry window: £109.48 The fees listed above are charged in addition to the published entry fee (if applicable) and apply per learner per entry for all examinations and assessment types. Example: if the published Walled Garden entry fee is £30.50 but the entry is made in the <i>very late</i> entry window, an additional fee of £109.48 will be

	charged per entry for each examination/assessment (Total charge £139.98).
Additional candidates	Centres should not add candidates on the day of the examination without an entry. Where this is the case, the centre must contact City & Guilds Customer Services before close of business to ensure the missing entries are recorded. You will be charged the very late entry fee per assessment entered. If a centre does not notify City & Guilds (referred as a 'pirate candidate entry') and a back-dated order is required, an additional administration fee will be charged. See Section 4.

3.4 Late charges for T Levels

Registration and entry windows

For T Levels, we are required to publish key dates, entry windows and late charges separately.

You can find this information on our [T Levels Resource Hub](#).

4.0 City & Guilds additional administrative fees

Additional administrative fees will apply under the following conditions:

Condition	Administration fee
Pirate candidate entry	Where a candidate sits an examination but has no entry (referred to as a 'pirate candidate entry'), centres must contact City & Guilds Customer Services by close of business on the day of the exam to ensure the entry is recorded on our system. Note that late entry fees will apply. If a centre does not notify us, and exam scripts are processed without an entry, we will need to process a back-dated entry for the candidate(s). A centre will incur a £50 administration fee for each candidate identified as sitting an exam without an entry.
Use of the Emergency Question Paper (EQP) process	Any centre requesting access to an emergency question paper (EQP) on the day of an exam due to missing examination entries will incur a £300 administration fee. This fee will be incurred for each emergency question paper accessed (i.e. per exam). Circumstances where use of the EQP process is outside the control of a centre or is due to an error on City & Guilds' behalf, a fee will not be incurred.
Late and/or non-return of exam scripts	Centres are required to return examination material, in line with published JCQ Instructions for Conducting Examination (JCQ ICE) guidance or Functional Skills Instructions for Conducting Exams (ICE). Where a centre does not return scripts within 3 calendar days of an examination date, we will apply an administration fee of £50 per candidate per script returned late (or not returned for Functional Skills).
Insufficient return postage for exam scripts	Where an examination package is returned for scanning with insufficient postage paid, the centre will incur a £50 administration fee.

Exams returned to incorrect scanning partner	Where a centre returns an examination package to the incorrect address, an administration fee of £50 will be incurred. All examination packs are provided with a return address label. The return address is also printed on the Invigilation Certificate (IC) for each exam.
Where an examination package is returned for scanning via unsecure means and/or without tracking.	Where an examination package is returned for scanning via unsecure means, the centre will incur a £50 administration fee per candidate script.
Transcription of Multiple-choice Exam (MCQ) candidate responses onto answer sheet (MA) on behalf of a centre.	Where a candidate does not complete the exam using the correct answer sheet (MA) provided (i.e. the exam has been completed on the question booklet in error), centres are responsible for transcribing to the supplied MA before being returned for processing. In any case where City & Guilds is required to transcribe the candidate responses to the correct MA, the centre will incur a £50 processing fee per candidate script.
Exam administration errors	• Where a centre makes repeated administrative errors, including but not limited to: • non-completion of the Invigilation Certificate (IC), • does not provide a completed IC which enables City & Guilds to correctly identify the attendance status of each candidate (Present or Absent) • incorrect or missing placement of candidate barcodes, • mixed scripts where candidates have sat the incorrect version, or where candidates have not sat the corresponding version of functional skills maths calculator/non-calculator and it is necessary for a manual correction to be carried out, City & Guilds reserves the right to charge a £50 processing fee (per exam).
Full re-mark of cohort for moderation	Where an assessment is externally moderated by City & Guilds, and adjustments cannot be applied to a cohort

	following moderation, we may need to carry out a full re-mark of all candidate evidence. Under these circumstances centres will incur an administration fee of £20 for each additional candidate marked.
Late submission of marks and/or evidence for externally marked and/or moderated assessments	For some qualifications, marks/grades and/or assessment evidence must be submitted to City & Guilds by the published deadlines for marking or moderation. This includes, for example, Technical Qualifications and T Levels. Centres that do not submit all required marks and/or evidence to City & Guilds by the published date, for one or more students, will incur an administration fee of £300 per cohort per assessment. However, where extenuating circumstances affect individual candidates, City & Guilds will apply discretion in line with the principles of Special Consideration as defined by the Joint Council for Qualifications (JCQ). Centres must notify City & Guilds of such circumstances in advance of the published deadline by submitting a Notification of Late Submission form, along with appropriate supporting evidence. Examples of acceptable extenuating circumstances may include: • Serious illness or injury affecting the learner during the assessment period • Bereavement of a close family member • Significant disruption at the centre (e.g. fire, flood, or other emergency) • Other exceptional personal circumstances that meet JCQ's special consideration criteria Discretion will not normally be applied in cases such as: • Administrative oversight or mismanagement by the centre • Staff absence or workload issues • Misunderstanding of published deadlines

	• Technical issues that could have been reasonably anticipated or mitigated • Late submission affecting an entire cohort without individual justification Each case will be reviewed on its own merits, but centres are expected to have robust internal processes to ensure timely submission of all required materials.
VTQ Term-time Checkpoint Data Submission	Centres which do not complete the VTQ (Vocational Technical Qualification) term-time checkpoint data submission by the published dates will incur an administration fee of £300 per programme of study (qualification). This will be charged where the data is not submitted in full by the published checkpoint deadline. The late completion fee applies to all checkpoint windows within an academic year.

5.0 Technical Qualification Resits

5.1 Resit fees for City & Guilds Technical Qualifications

Resit fee per assessment	
Type	Fee
Level 2 Technical Qualification – E-volve resit	£20.00
Level 3 Technical Qualification – E-volve resit	£30.00
Level 2 Technical Qualification – Written resit	£35.00
Level 3 Technical Qualification – Written resit	£45.00

6.0 Remote Invigilation

6.1 City & Guilds remote invigilation

Booking fee per assessment	
Type	Fee
Remote Invigilation - Live	£34.00

7.0 Certificates

7.1 Candidate certification replacement

Certification replacement fees
City & Guilds and ILM replacement certificate charges are related to the age of the original certificate: • Within 1 calendar month of issue - free for centres and £50 per certificate thereafter. • £50 for direct requests from candidates.

8.0 Appeals

8.1 City & Guilds enquiries and appeals fees

Stage 1 – Enquiries	
Type	Fee
Examination results – clerical check	£15.75
Examination results – review of marking	£52.50
Qualification (approval risk) status	£315.00
Moderation of internally marked assessments	£210.00

Stage 2 – Appeals	
Type	Fee
Moderation of internally marked assessments	£210.00
Appeal against a City & Guilds decision regarding an application for access arrangements or special consideration	£26.25
All other appeals	£105.00

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 enquiries and appeals process, please refer to the ‘Appeals’ section of the [Centre Document Library](#).

8.2 ILM appeal and re-assessment fees

Enquiries	
Type	Fee
Stage 1: Mark sheet feedback clarification	£15.00
Stage 2: Re-mark	Per unit credit size (see table below)
Stage 3: Appeals	Refer to section 1.5 (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	£62.00
9 or more credit assessments	£100.00

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	£100.00
The finding of an ILM Malpractice investigation – decision, penalty or sanction	£125.00
An ILM External Verifier's decision(s) in external quality assurance (EQA) of a Centre assessed learner work (following an Enquiry)	£75.00
ILM's decision to decline a request for access arrangements or special considerations	£25.00

Independent Appeals Board (final stage)	
Type	Fee
ILM's decision to decline a request for access arrangements or special considerations	£25.00
All other stage 3 appeals	£150.00

9.0 Chargeable events

9.1 Listed Continual Professional Development (CPD) training

Listed CPD event type	Fee
Listed CPD event at customer's venue (maximum 20 delegates)	£1000
Open listed face to face event (half day) (minimum 12, maximum 20 delegates)	£100 per delegate
Open listed face to face event (full day) (minimum 12, maximum 20 delegates)	£200 per delegate
Open listed online event (up to 2 hours) (minimum 12, maximum 25 delegates)	£75 per delegate
Online modular CPD - Becoming an Associate	£79 per delegate (for 3 modules)
Cancellations Cancellations made 2 weeks before the event are fully refundable. Cancellations made after this time and within one week will be subject to a 50% cancellation fee of the total cost of the booking. For any cancellations made after this time, the full amount will be payable. * Please note reimbursement for delegates cancelling an event will be minus the Eventbrite booking fee.	
<u>Got to our website for the list of CPD training available</u>	

9.2 Bespoke Training

Bespoke training and workshops can be delivered at a customer centre by a City & Guilds or ILM representative. Pricing is available on application - please speak to your Business Development Manager or a City & Guilds or ILM representative.

Contact us

Giltspur House

5-6 Giltspur Street

London, EC1A 9DE

customersupport@cityandguilds.com

01924 930 800

www.cityandguilds.com

About City & Guilds

City & Guilds is the global skills partner, empowering people, organisations and economies to develop the skills they need for growth. With almost 150 years of trusted expertise, we support people into work, help them develop on the job and move into the next job.

We work with Governments, employers, training providers, colleges and industry stakeholders to design and deliver high-quality training, qualifications, assessments and credentials that lead to meaningful career progression. We understand the life changing link between skills development, social mobility and success. Our solutions span critical sectors including construction, engineering, transport, energy and electrical, serving over 1 million learners annually.

Through our comprehensive portfolio of brands and trusted global network, we set industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We believe you can achieve your potential - and we're here to help make it happen.

Every effort has been made to ensure that the information contained in this publication is true and correct at time of publication. However, City & Guilds products and services are subject to continuous development and improvement, and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

©2026 City & Guilds Limited (Reg No 16513878). All rights reserved. City & Guilds is a trademark of City & Guilds Limited.