

Training Providers Fees 2021

Fees listed are inclusive of VAT at 20%

At iPET Network we believe in clear and transparent pricing regarding the fees for delivering our range of qualifications.

Training Provider Recognition Application/Joining Fee (non-refundable upon receipt of application form)

£990

Includes:

- Initial Training Provider recognition approval visit and audit
- Access to the Training Provider Manual and Qualification Handbooks
- 1-day Qualification training day (at iPET Network HQ)
- Dedicated Account Manager for ongoing support and advice
- Access to a range of iPET Network regulated qualifications
- Use of the iPET Network logo for marketing purposes
- Opportunities to create new industry qualifications
- Incentives for referral of new Training Providers
- Promotion on the iPET Network website
- Policies and Procedures templates
- Internal Quality Assurance strategies and templates
- Certificate of approval
- Welcome hamper

*If a Training Provider has their own Internal Quality Assurer, an additional one off fee of £180 will be charged in addition to the joining fee for a 1 day IQA standardisation meeting with the iPET Network quality team.

Bi-Annual Training Provider Fee (invoiced January and July each year)

£450

Includes:

- A range of resources and delivery materials
- Sales, Social Media, Marketing materials and advice
- Invitations to attend training courses, briefing sessions, conferences and other iPET Network events
- Unlimited telephone and email support
- Incentives and discounts from our suppliers
- Promotion at events attended by iPET Network i.e. Crufts
- Online access to your personalised Training Provider online secure web-portal
- Annual business and qualification review meeting with iPET Network company Directors
- 2 x External Quality Assurance visits (direct and/or remote)

Candidate Registration / Certification Charges

All iPET Network qualifications are competitively priced based on the qualification level and size. Our qualification prices generally follow the pricing structure illustrated below but please note this is to be used as a guide only.

At iPET Network we would like to offer additional services such as a student E-portfolio platform and Internal Quality Assurance services. All packages will have access to resources created by iPET Network, but these may not be available for all courses. Training Providers can create their own materials provided they are mapped to the qualification criteria.

	Qualifications			
	Standard Package	Bronze Package	Silver Package	Gold Package
Candidate Registration and Certification fee and postage	X	X	X	X
Resources and Materials (if available)	X	X	X	X
E-Portfolio registration (if available)		X	X	X
IQA consultancy service			X	X
Personalised Candidate Glass iPET Network Achievement Award				X

Qualification Name	Standard	Bronze	Silver	Gold
Level 3 Award in an Introduction to Dog Grooming	£40	£110	£290	
Level 3 Certificate in Dog Grooming and Introduction to Styling	£60	£130	£310	
Level 3 Diploma in Dog Grooming and Salon Management	£80	£150		£375
Level 3 Award in Canine Emergency First Aid	£30		£40	
Level 3 Award for Educators in the Canine and Feline Sector	£95			£215
Level 3 Award in Dog Walking and Pet Sitting for Professionals	£50		£95	
Level 3 Award in Hand Stripping	£50		£70	

The Gold and Silver Packages are strongly recommended to ensure best practice is followed for the delivery of the qualifications and for ease and transparency of the quality assurance processes.

Training Provider Branches

The added auditing fees below will apply and be invoiced with the Bi-Annual fee should the Training Provider have multiple branches or locations that deliver the iPET Network Qualifications. This will ensure a robust and thorough audit of the Training Provider and their branches. iPET Network views Training Provider branches to be individual businesses/locations working with one approved Training Provider to deliver qualifications under their approved status with iPET Network.

Multiple Branches Auditing Fee	1- 5 branches	£300
	6-10 branches	£550
	11-15 branches	£800
	16-20 branches	£1000

General Invoicing

Upon receipt of the Application Form a non-refundable invoice will be sent, once payment has been verified the application process will continue. Training Providers are invoiced at the point of registration for each Candidate registered on iPET Network qualifications. The Bi-Annual fee which is invoiced on the 1st July is due for payment within 30 days, failure to pay promptly will result in access to services being removed.

Candidate Registration Deadlines

- a) Short courses are those of 15 weeks or fewer in duration. Candidates on such courses must be registered with iPET Network within 10 working days of the start of the course.
- b) Long courses are those of 16 weeks or more in duration. Candidates on such courses must be registered with iPET Network within 20 working days of the start of the course.

Quality Assurance

All Recognised Training Providers will receive a minimum of two quality assurance audits per year. One visiting audit will coincide with the Training Provider joining date for a re-approval, the other audit will be scheduled as per the Training Providers request to verify the award of qualifications. Both audits are to ensure compliance with Training Provider approval requirements and quality assurance requirements. For more information visit www.ipetnetwork.co.uk iPET Network Quality Assurance Requirements.

Should the Training Provider want additional audits outside the planned two quality assurance audits per year iPET Network will charge for each audit. Where applicable, a desktop review audit can take place to verify the award of qualifications. Desktop reviews can only be authorised for specific qualifications, usually shorter in length i.e. Canine Emergency First Aid. iPET Network will always confirm the time needed to complete the review before the commencement of the audit.

After the External Quality Assurance visit, the External Quality Assurer will produce an audit report form highlighting special conditions and where extra audits are required, iPET Network we will make a charge for each additional audit.

External Quality Assurance Fee	Internal Quality Assurance Fee
EQA - 1/2 Day Visit - £180 plus expenses	IQA - 1/2 Day - £90
EQA - Full Day Visit - £275 plus expenses	IQA - Full Day - £180
Desktop Review Audit - £35ph	Desktop Review Audit - £25ph

Additional charges

Replacement Certificate (posted within UK)	£35
Replacement Certificate (posted outside UK)	£40
Replacement Certificate Archive Search (Achievements prior to 1999)	£50
Refunds for Registration Errors	£25
Incorrect or incomplete documentation is submitted	£25
Late Registration Fee Failure to register Candidates within the deadline dates	£15 per Candidate
Appeals	£50

International Fees

International Training Providers and UK based Training Providers that require an International External Quality Assurance audit will be expected to pay the travel costs and subsistence for each visit plus any additional consultancy days required. Please contact your Account Manager on info@ipetnetwork.co.uk for more information.

Fees will be agreed before the Training Provider or branch/location is approved.

Qualification Development

We give our Training Providers opportunity to develop new qualifications with on-going support and guidance.

Please note that we may make a charge for this service depending on the nature and extent of the development. This will be reviewed on a case by case basis.

Please discuss any qualification development requirements with iPET Network.

Document Control

Document Name: Training Provider Fees 2021 inclusive of VAT

Document Number: D1

Date of Correction	Version Number	Correction Reason
19/08/20	2	Appeals fees added
11/11/20	3	Hand Stripping fees added and qualification names updated
26/11/20	4	Fees updated for 2021 and document name change to reflective inclusive VAT
20/01/20201	5	IQA standardisation fee added