

## Training Providers Fees 2024

*Fees listed are exclusive of VAT at 20%*

iPET Network believe in clear and transparent pricing for the qualifications, courses and services provided.

### **£1250 - Training Provider Joining Application Fee**

**This fee is non-refundable upon review of the application form and is a one-off charge to gain approval for recognition as an iPET Network Training Provider.**

#### **Includes:**

- Initial Training Provider recognition remote/face to face approval and audit
- Access to the Training Provider Manual, Qualification Handbooks and Resources (if available)
- 1-day qualification training day (Remotely or at iPET Network HQ)
- ½ day iPET Network IQA standardisation training (if applicable)
- 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 referring new Training Providers to iPET Network
- Promotion on the iPET Network website
- Policies and Procedures templates
- Internal Quality Assurance (IQA) strategies and templates
- Certificate of approval
- Welcome hamper
- Internal Quality Assurance standardisation presentation
- No ongoing annual fees

### **As an Approved Training Provider you will have access to:**

#### **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
- Bespoke services from other iPET Network Training Providers such as: Theory Assessor Marking Service giving you more time to focus on the practical delivery
- Annual business and qualification review meeting with iPET Network company directors
- External Quality Assurance auditing for re-approval
- Standardisation and CPD development

### **Candidate Registration / Certification Charges**

All iPET Network qualifications are competitively priced based on the qualification level and size and includes External Quality Assurance sampling. There are no annual fees or hidden charges for the approval or issuing of certificates. Our qualification prices generally follow the pricing structure illustrated in the table below, but please note this is to be used as a guide only due to the unique structure of some qualifications.

## Supplementary Charges

Supplementary charges may apply relating to the below (list not exhaustive):

- We account for 2 direct observations per annum, more than 2 Tutors per Training Provider will exceed this limit.
- We account for a Training Provider to use 1 approved IQA, multiple IQAs will exceed this limit.
- Additional standardisation IQA or EQA Training
- Additional systems training
- Additional audits required above the monitoring or reapproval audit

At iPET Network we offer additional services such as a student e-portfolio platform and Internal Quality Assurance in our registration packages. Where applicable, packages will have access to any resources created by iPET Network for that qualification. Training Providers can also create their own materials provided they are mapped to the qualification criteria and approved by iPET Network in advance.

All registration fees below are excluding VAT.

All Candidate registration fees are non-refundable and non-transferable.

	Qualifications		
	Gold Package	Silver Package	Bronze Package
Candidate Registration and Certification fee and postage	X	X	X
Resources and Materials (if available)	X	X	X
External Quality Assurance rolling sampling and formal audits	X	X	X
E-Portfolio registration (if available)	X	X	
Internal Quality Assurance Activities including Direct Observations for up to 2 tutors	X		
Personalised Candidate iPET Network Achievement Award (if applicable)	X		

Qualification Name	Bronze (*SQF)
<b>Canine Qualifications</b>	
Level 2 Award in An Introduction to Canine Nutrition	£45
Level 2 Award in Canine Body Language	£45
Level 2 Award in Canine Care, Health and Behaviour	£70
Level 2 Award in First Aid for Dogs	£25
Level 2 Award in Creating a Dog Friendly Workplace	£33
Level 2 Award in Principles of Puppy Socialisation	£45
Level 2 Award in Responsible Dog Ownership	£70
Level 3 Award in Creative Dog Grooming	£70
Level 3 Award in an Introduction to Dog Grooming	£70
Level 3 Award in Canicross Coaching	£57
Level 3 Award in Canine Emergency First Aid	£25
Level 3 Award in Canine First Aid	£25
Level 3 Award in Canine Oral Hygiene	£74
Level 3 Award in Dog Walking and Pet Sitting for Professionals	£45
Level 3 Award in Hand Stripping	£45
Level 3 Award in Microchip Implantation for Pet Animals	£25
Level 3 Award in The Promotion of Canine Skin, Hair and Nail Health	£45
Level 3 Award in Wool Coat Asian Fusion Teddy Style (Exclusive to AFG Ltd)	£45
Level 3 Certificate in Dog Breeding, Litter Socialisation and Welfare	£95
Level 3 Certificate in Dog Grooming and Introduction to Styling	£95
Level 3 Certificate in Dog Day Care and Boarding	£70
Level 3 Certificate in Dog Training	£154
Level 3 Certificate for Veterinary Receptionists (BVRA)	£70
Level 3 Diploma in Canine Nutrition	£120
Level 3 Diploma in Dog Breeding, Litter Socialisation and Welfare	£145
Level 3 Diploma in Dog Grooming and Salon Management	£120
Level 3 Diploma in Professional Dog Grooming (Exclusive to Pets at Home)	£276
Level 3 Diploma in Dog Breeding, Litter Socialisation (Top-up from Certificate)	£145
Level 4 Award in Canine Emergency First Aid in the Workplace	£45
Level 4 Higher Professional Diploma in Dog Grooming	£70
Level 4 Diploma in Dog Training and Instruction	£145
<b>Feline Qualifications</b>	<b>Bronze</b>
Level 3 Award in an Introduction to Cat Grooming	£70
Level 3 Award in Feline Emergency First Aid	£25

Level 3 Certificate in Cat Grooming and Introduction to Styling	£95
Level 3 Diploma in Cat Grooming and Salon Management	£120
<b>Animal Qualifications</b>	<b>Bronze</b>
Level 2 Award in Small Animal Health and Husbandry	£45
Level 2 Award in Protecting Humans and Animals in Today's Society	£45
<b>Equine Qualifications</b>	<b>Bronze</b>
Level 2 Award in Principles of Equine Emergency First Aid	£25
Level 3 Award in Equine Emergency First Aid	£25
<b>Education Qualifications</b>	<b>Bronze</b>
Level 3 Award for Educators in the Canine & Feline Sector	£95
Level 3 Award in Education and Training for Animal and Veterinary Professionals	£120

\*Standard Qualification Fee

### Training Provider Branches

If a Training Provider has multiple branches or locations that deliver the iPET Network Qualifications, there is a one off joining fee per Training Provider Branch to cover onboarding administration. 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.

<b>Multiple Branches Joining Fee</b>	<b>£449 per branch</b>
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### General Invoicing

Upon receipt of the Application Form, a non-refundable invoice will be raised and payment will be required via the Go Cardless Direct Debit system. Once payment has been received the application process will continue. Training Providers are invoiced at the point of registration for each Candidate registered on iPET Network qualifications. Failure to pay within 14 days may result in access to services being removed. iPET Network use the Go Cardless direct debit system to offer an easy, admin-free payment method for Training Providers.

### Candidate Registration Deadlines

Candidates must be registered with iPET Network within 10 working days of the start of the course or before any assessments are completed (whichever is earlier).

### Candidate Registration Dates

If a Candidate fails to complete within the qualification registration duration, the following package costs will be charged for re-registration unless the Candidate is eligible for an extension, please see policy for further information.

<b>Original registration package charged</b>	<b>Re-registration package chargeable</b>
Gold registration	Silver registration
Bronze registration	Bronze registration

### External Quality Assurance Remote Rolling Sampling

Rolling remote External Quality Assurance sampling is completed monthly by the External Quality Assurance team and is included in the registration fee. This means Candidates do not have to be 100% completed prior to

a scheduled monitoring or re-approval External Quality Assurance audit. This strategy ensures that Candidates are not waiting excessive time for certificates. From IQA certificate request, the EQA can take up to 8 weeks to approve. When remote rolling sampling is completed, evidence will be recorded on the most recent External Quality Assurance report and confirmed that the certificate claims have been approved.

### External Quality Assurance Audits

External Quality Assurance (EQA) activities are included in each Candidate registration. All approved Training Providers will receive a minimum of two quality assurance audits per year as standard. As part of our Quality Assurance Strategy, formal monitoring and re-approval audits are completed every 6 months from a Training Provider's original approval date. This activity normally takes 2 hours per audit (4 hours in total). Auditing of Training Provider branches will be included in these audits.

Should the Training Provider want or be required by iPET Network to receive additional audits outside the planned two quality assurance audits per year, iPET Network will charge for each audit. iPET Network will always confirm the time needed and additional fees to complete the review before the commencement of the audit.

External Quality Assurance Fee	Internal Quality Assurance Fee
External Quality Assurance – 1/2 Day Visit - £157.50 (3.5 hours plus expenses)	Internal Quality Assurance – 1/2 Day - £122.50 (3.5 hours plus expenses)
External Quality Assurance – Full Day Visit - £315 (7 hours plus expenses)	Internal Quality Assurance – Full Day - £245 (7 hours plus expenses)
Desktop Review Audit - £45ph	Desktop Review Audit - £35ph

### Supplementary charges

Replacement certificate (posted within UK)	<b>£35</b>
Replacement certificate (posted outside UK)	<b>£50</b>
Replacement certificate (archive search for certificates awarded over 3 years ago)	<b>£50</b>
Incorrect or incomplete documentation is submitted	<b>£25</b>
Appeals	<b>£50</b>
Internal Quality Assurance Direct Observation x 1 Tutor (for Training Providers with more than 2 Tutors)	<b>£125</b>
External Quality Assurance Direct Observation x 1 (any additional direct observations are at the discretion of the EQA for Training Providers with more than 1 IQA)	<b>£165</b>

### 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 expenses for each visit plus any additional consultancy days required.

Fees will be subject to the current international exchange rate at the time of the invoice being raised.

### 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 but we are always keen to discuss opportunities that support the industries we serve.

### Document Control

**Document Name:** Training Provider Fees 2024 exclusive of VAT

**Document Number:** D7

Date of Correction	Version Number	Correction Reason
1/8/2023	7	Removed refunds for registration errors from the supplementary charges.
08/09/2023	8	Updated to include the revised Level 4 Higher Professional Diploma in Dog Grooming 610/3200/1
19/09/2023	9	Updated to include Level 2 Award in Canine Body Language
23/11/2023	10	Updated to include the Level 2 Award in First Aid for Dogs
09/01/2023	11	Updated for 2024 fees
19/01/2024	12	Updated to include Level 3 Award in Education and Training for Animal and Veterinary Professionals
16/02/2024	13	Updated to include the Level 3 Award in Canine Oral Hygiene
06/03/2024	14	Updated to include the Level 3 Certificate in Dog Training