

# CMI FEES GUIDE 2023-24

Fees and Services for Education Provider  
Partners & Higher Education Partners for 1st  
September 2023 -31st August 2024  
(v02|July 2023)

## PARTNER APPROVAL FEES

All fees below relate to the approval of Partners as CMI Centres. Fees specified excluded VAT. All prices are correct at the time of publication and are subject to change, with notice.

| <b>Full Partner</b> - Partners approved to assess learners internally, with CMI external moderation only |                    |
|--|--------------------|
| Initial Approval - including one year's fee.<br>Payable at time of approval                              | £1155              |
| Annual Partner Fee - all fully approved partners   | £1575              |
| Annual Satellite Fee (plus Quality Manager's travel and accommodation expenses, if applicable)           | £630               |
| Additional Qualification Approval  | No additional cost |

| <b>Registered Partner</b> - Partners approved to deliver CMI qualifications only, with all learners assessed via CMI's external Marking Service |                    |
|---|--------------------|
| Initial Approval Fee  | £900               |
| Annual Fee  | £420               |
| Additional Qualification Approval   | No additional cost |

## STANDARD QUALIFICATION FEES - DIRECT DELIVERY

All fees below relate to the registration of learners onto CMI qualifications only. Fees specified exclude VAT. All prices are correct at the time of publication and are subject to change, with notice.

This fee is invoiced to the Partner, and includes the cost of registration and certification of the relevant CMI qualification. Affiliate membership is also included for learners.

| <b>Level 2-4 (Incl. SCQF Level 6/7)</b> | <b>Std Registration</b> | <b>Top Up</b> |
|---|-------------------------|---------------|
| Award                                   | £105                    | -             |
| Certificate                             | £145                    | £70           |
| Diploma                                 | £200                    | £80           |

| <b>Level 5 (Incl. SCQF Level 8/9)</b> | <b>Std Registration</b> | <b>Top Up</b> |
|---------------------------------------|-------------------------|---------------|
| Award                                 | £120                    | -             |
| Certificate                           | £165                    | £80           |
| Diploma                               | £220                    | £90           |
| Extended Diploma                      | £275                    | £100          |

| <b>Level 6-8 (Incl. SCQF Level 11)</b> | <b>Std Registration</b> | <b>Top Up</b> |
|--|-------------------------|---------------|
| Award                                  | £145                    | -             |
| Certificate                            | £220                    | £90           |
| Diploma                                | £295                    | £100          |
| Extended Diploma                       | £330                    | £110          |

## DUAL ACCREDITATION PACKAGE FEES - MAPPING & REGISTRATIONS

The below fees relate to the mapping of a partner-developed programme to CMI qualifications, and the subsequent registration per learner. Fees specified exclude VAT. All prices are correct at the time of publication and are subject to change, with notice.

This fee is invoiced to Partners for the registration and certification of learners on a Dual Accredited programme via contract. Affiliate membership is also included for learners. This fee also includes the cost of additional support from CMI. This fee is a flexible fee to allow for learners to be registered on a mixture of qualifications (Award, Certificate, Diploma).

| <b>Mapping</b>                       |      |
|--------------------------------------|------|
| Dual Accreditation Mapping (per day) | £525 |

| <b>Registration Fees - Dual Accreditation Package Only</b> |      |
|--|------|
| RQF Level 2  | £165 |
| RQF Level 3 / SCQF Level 6                                 | £195 |
| RQF Level 4  | £220 |
| RQF Level 5 / SCQF Level 8                                 | £250 |
| RQF Level 6  | £275 |
| RQF Level 7 / SCQF Level 11                                | £330 |
| RQF Level 8  | £365 |

## APPRENTICESHIP SUPPORT FEES

All fees below relate to the registration of learners the Apprenticeship Support Package only. Fees specified exclude VAT. All prices are correct at the time of publication and are subject to change, with notice.

| Apprenticeship Support                  |      |
|---|------|
| Level 3 Team Leader/Supervisor          | £200 |
| Level 5 Operations/Departmental Manager | £250 |
| Level 6 Chartered Manager Degree        | £300 |
| Level 7 Senior Leader                   | £250 |

## END POINT ASSESSMENT FEES

All fees below relate to the registration of learners for End Point Assessment (EPA) only. Fees specified exclude VAT. All prices are correct at the time of publication and are subject to change, with notice.

This fee is invoiced to the Partner, and includes the cost of end point assessment only.

| End Point Assessment - Management & Leadership |       |
|--|-------|
| Level 3 Team Leader/Supervisor                 | £710  |
| Level 5 Operational/Departmental Manager       | £1050 |
| Level 6 Chartered Manager Degree               | £1155 |
| Level 7 Senior Leader                          | £1260 |

| End Point Assessment - Other         |      |
|--------------------------------------|------|
| Level 3 Business Administration      | £685 |
| Level 4 Junior Management Consultant | £895 |

# END POINT ASSESSMENT CANCELLATION FEES

All fees below relate to the cancellation of End Point Assessment, per confirmed assessment booking and are effective as of 1st July 2023.

Fees specified exclude VAT. All prices are correct at the time of publication and are subject to change, with notice.

This fee is invoiced to the Partner, and are applicable only in the event of a cancellation.

| <b>End Point Assessment - Current Standards only - cancellation fees per confirmed assessment booking</b> | <b><i>Notification no less than 29 days ahead of LAD</i></b> | <b><i>Notification within 15-28 days ahead of LAD</i></b> | <b><i>Notification less than 14 days ahead of LAD</i></b> |
|---|--|---|---|
| Level 3 Team Leader or Supervisor v1.2  | N/A  | £175  | £340  |
| Level 5 Operational or Departmental Manager v1.2  | N/A  | £225  | £450  |
| Level 7 Senior Leader Masters Degree v1.0 (SLMDA)   | N/A  | £300  | £600  |
| Level 7 Senior Leader v1.1 and v1.2 (SLA)   | N/A  | £350  | £650  |
| Level 4 Business Administration AP03  | N/A  | £175  | £330  |

| <b>End Point Assessment - Old Style Standards only - resit fees by Component</b> | <b><i>Notification no less than 29 days ahead of LAD</i></b> | <b><i>Notification within 15-28 days ahead of LAD</i></b> | <b><i>Notification less than 14 days ahead of LAD</i></b> |
|--|--|---|---|
| Level 3 Team Leader/Supervisor v1.1  | N/A  | £160  | £320  |
| Level 5 Operational/Departmental Manager v1.1                                    | N/A  | £225  | £450  |
| Level 6 Chartered Manager Degree (CMDA)  | N/A  | £250  | £500  |
| Level 4 Junior Management Consultant (JMCA)                                      | N/A  | £225  | £425  |
| Level 4 Associate Project Manager (APM)  | N/A  | £350  | £600  |

## END POINT ASSESSMENT RESIT FEES

All fees below relate to the cancellation of End Point Assessment Resits by Assessment Method. Fees specified exclude VAT. All prices are correct at the time of publication and are subject to change, with notice.

This fee is invoiced to the Partner, for any work that is referred at EPA and does not need additional on-programme learning.

| <b>Assessment Method</b>                         | <b>L3 TLS v1.2</b> | <b>L5 ODM v1.2</b> | <b>L7 SLMDA</b> | <b>L7 SLA</b> | <b>L3 BA</b> |
|--|--------------------|--------------------|-----------------|---------------|--------------|
| Professional Discussion underpinned by Portfolio | £250               | £300               | £350            | £400          | £225         |
| Proposal/Presentation and questioning            | £250               | £300               | £350            | £400          | £225         |
| Both Assessment Methods                          | £500               | £600               | £700            | £800          | £450         |

| <b>End Point Assessment</b>                        | <b>L3 TLS v1.1</b> | <b>L5 ODM v1.1</b> | <b>CMDA</b> | <b>L4 JMCA</b> | <b>L4 APM</b> |
|--|--------------------|--------------------|-------------|----------------|---------------|
| Marking of resubmitted portfolio & prepare for LAD | £100               | £100               | £100        | £100           | N/A           |
| CBI/Interview Resit                                | £200               | £200               | £200        | £200           | £400          |
| WBP / Presentation Resit                           | N/A                | £175               | £175        | £175           | £300          |
| PD re CPD  | £150               | £150               | N/A         | N/A            | N/A           |
| All assessment methods (resit)                     | £450               | £625               | £475        | £475           | £700          |

## MARKING SERVICE FEES

All fees below relate to the external marking of learner's written assignments by CMI, using a standard assessment brief. Fees specified exclude VAT. All prices are correct at the time of publication and are subject to change, with notice.

|   |     |
|---|-----|
| Assessment of one assignment (including one further submission) | £55 |
| Resubmission of assignment                                      | £20 |

## FLEXIBLE ASSESSMENT FEES

The fees below relate to the approval and external marking of flexible assessments (i.e. customised assessments not considered a standard, written assignment) . Fees specified exclude VAT. All prices are correct at the time of publication and are subject to change, with notice.

|   |      |
|---|------|
| Flexible Assessment Approval (per assessment)   | £105 |
| Flexible Assessment Marking (per assessment)    | £105 |
| Flexible Assessment Moderation (per assessment) | £50  |

*If you would like support in developing your Flexible Assessments in order to get them ready for approval, we provide a consultancy service at an additional cost of £1275 per day.*



## CMI RECOGNISED

Fees specified exclude VAT. All prices are correct at the time of publication and are subject to change, with notice.

Prices are inclusive of 12 months affiliate membership for delegates.

| <b>Recognised-only Partners</b> - Partners approved as a CMI Recognised Partner only                 |                    |
|--|--------------------|
| Initial Approval - including one year's fee and mapping of one programme Payable at time of approval | £1655              |
| Mapping for additional programmes  | £525               |
| Annual Renewal Fee   | £1100              |
| Certificate Customisation - inclusion of one logo on programme certificate                           | £55 (per template) |
| Delegate Registration  | £160               |

| <b>Existing Full or Registered Partners</b> - Partners who are CMI Approved Centres to deliver CMI qualifications (Full or Registered) and approved as a CMI Recognised Partner |                    |
|---|--------------------|
| Initial Approval  | N/A                |
| Mapping for first or additional programmes  | £525               |
| Annual Renewal Fee  | £525**             |
| Certificate Customisation - inclusion of one logo on programme certificate  | £55 (per template) |
| Delegate Registration   | £160               |

\*\*Payable only if programme requires re-map

## CMI BITESIZE

Fees specified exclude VAT. All prices are correct at the time of publication and are subject to change, with notice.

Prices are inclusive of 3 months subscriber access for learners.

|  |      |
|--|------|
| Registration fee per programme             | £60  |
| Registration fee per series (3 programmes) | £160 |

## OTHER FEES

Fees specified exclude VAT. All prices are correct at the time of publication and are subject to change, with notice.

| <b>Administrative Fees</b>                             |     |
|--|-----|
| Replacement certificate                                | £35 |
| Certificate letter (if certificate cannot be produced) | £20 |
| Learner re-registration fee (per learner per annum)    | £50 |

| <b>Additional Visit Fees</b>                 |      |
|--|------|
| Additional quality assurance visit (per day) | £360 |
| Additional approval advisory visit (per day) | £360 |
| Consultancy visit (per day)                  | £360 |

| <b>Promotional Materials</b>  |       |
|---|-------|
| Promotional materials – a range of leaflets for CMI products and services are available for use by Partners | Free* |
| CMI banner stands – these are available (on a loan basis) for Partners to promote CMI                       | Free* |

*\*subject to maximum levels (promotional materials) or availability (banner stands)*