

Centre  
& Qualification

# Fees - Guide

20  
23

Effective from  
2023

**Document revision history**

<b>Version</b>	<b>Changed by</b>	<b>Summary of Change</b>	<b>Approval date</b>
1.0	FDQ CEO & SMT communicated to centres	Annual fee updates	01/06/23

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## Introduction

Unlike many other Awarding Organisations, FDQ **does not** charge an Annual Fee to our centres, however for 2023/24 we are raising the Minimum Registration Spend (MRS) threshold of £1,000 that may affect some lower volume centres. To mitigate, FDQ does now enable centres to pay for their own annual EQA visit and this plus other fees are shown below.

## Centre and Qualification Approval fees

### Applicable from 1<sup>st</sup> September 2023

Centre approval		
1.1	£800	<p>Includes pre-approval administration checks &amp; first annual 'advisory' centre recognition fee.</p> <ul style="list-style-type: none"> <li>• remote approval support</li> <li>• additional flexible business support</li> <li>• 1<sup>st</sup> external quality assurance meeting (as required by the relevant compliance model)</li> <li>• unlimited qualification review approval (for existing qualifications)</li> <li>• online portal access</li> <li>• branded wall plaque</li> </ul> <p>In addition, the centre can select up to six qualifications to add to their commencing portfolio. (Subject to approval)</p>
Qualification Approval –Supplementary		
1.1.2	£25 per qualification	Centres may apply for qualifications to supplement their portfolio.

## Annual Minimum **Registration** Spend (MRS)

Between 1 <sup>st</sup> September and 31 <sup>st</sup> August		
1.2	Minimum threshold	The threshold is based on registrations made in the financial year. A centre spending less than £1000 in the year will be subject to the MRS and will be invoiced the difference of underspend on August 31st of the year.
	£1,000	FDQ reserves the right to waive this minimum charge based on individual centre requirements.

		<ul style="list-style-type: none"> <li>• New centres are exempt in the first year of approval to 31st August.</li> <li>• See 1.3, Centres can pay for their own annual EQA visit and the £400 will contribute to the annual MRS</li> </ul>
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### Lower Volume or short qualification only centres

Annual External Quality Assurance Visit		
<b>1.3</b>	£400	This fee applies <b>only to lower volume centres that are close or likely to spend less</b> than the £1,000 MRS threshold in year.
Additional QA visits		
<b>1.3.1</b>	Onsite £400	<p>All centres are required to receive at least one fact to face EQA activity annually. These activities are required to confirm a centre continued recognition and therefore ability to register learners for qualifications and claim certificates to FDQ's required standards. FDQ can exercise its right to charge for additional quality assurance activities under the Centre Contract General Terms.</p> <p>If following the agreed plan of activities and EQA visit proves ineffectual and fails to provide the effective evidence and/or the original planned activity is changed significantly this fee will be applied.</p>
Cancellation fees		
<b>1.3.2</b>	£195	Where FDQ exercises its right to charge for quality assurance activities under the Centre Contract General Terms. If a centre visit is cancelled at late notice (less than 48 hours) without explanation or good reason this charge will be applied to the centre.
Remote sampling visit fees		
<b>1.3.3</b>	Full Day £200	Where EQA is required/requested by a centre, FDQ can charge an additional 'day' fee depending on the sample size.
	½ Day £100	Where EQA is required/requested by a centre, FDQ can charge an additional 'half-day' fee depending on the sample size.

## Certificate replacement Fee

Replacement fee		
<b>1.4</b>	£25	The fee for a search of our archive records and replacement certificate is £25, including delivery within the UK and Europe. The fee includes the replacement certificate and/or amendment of the certificate and postage.

### The following charges are avoidable, but we also charge for:

- A fee for administrative work to correct errors made in registering or administering your learners, or where you ask us to undertake administrative work on your behalf which our systems enable you to complete yourself.

Administration Fees		
<b>1.5</b>	£10 to £35 based on number.  Charged at £25	<p><b>Batch Error Fees</b> An administration fee of £10 per learner of £35 per cohort (more than five) if we are required to undertake extra administrative work to correct errors made in registration or administering your learners, such as removing/correcting names or adding/withdrawing units already applied.</p> <p><b>System amendments</b> A one-off fee for any administrative requests that we undertake on a centre's behalf which our systems enable you to complete yourselves, this might include selecting units or name changes.</p>

Transfer & Backfill Fees -		
<b>1.6</b>	£20  £20	<p><b>Transfers:</b> If a learner is registered on a qualification and would like to transfer to another you can do so. They will then appear in a new registration batch. The fee for this transaction is £20 for long <b>medium to long</b> qualifications.</p> <p><b>Backfill:</b> If you have withdrawn or transferred a learner, then you have the opportunity to backfill the space they left on that specific qualification for a charge of £20. If you have a learner available to fill</p>

	<p>the space at point of withdrawal/transfer. The learner will remain in the same batch.</p> <p>Centres can replace or backfill the learner with a new learner by filling in your new learner details, within 12 months.</p> <p><b>Short qualification</b> backfill/transfers attract a fee of <b>£6.50</b> from September 2023</p>
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## Other Fees

### Qualification Development Fee

<b>1.7</b>	Typically, fee from £2.5k to £5k	If you would like FDQ to develop a new qualification that will be regulated, we are able to help, and the costs will be determined on several factors.
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### Endorsed programme Development

<b>1.8</b>	£1k dependent on development time	If you are looking to offer a course that is not in the regulated market, an endorsed programme affords an opportunity to develop and bespoke to your requirements and FDQ can provide expertise to assist on content, assessment and certification.
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## New for 2023/24 – Independent external support for centres IQA

### IQA Development

<b>1.9</b>	Agreed via third party supplier contact FDQ for details	<p>On occasions, some Centres express a desire to increase and/or improve their general awareness of IQA systems and processes.</p> <p>FDQ treats this wish as positive intention for centres but does not deliver this type of training. FDQ will however be able to recommend an independent consultant with expertise on IQA to provide a related service.</p> <p>The Centre will be responsible for agreeing the programme and for the avoidance of doubt this is a strictly commercial and independent arrangement between the Consultant and centre to agree to the IQA/Assessment needs and settle on a suitable package of services and fees.</p>
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## Qualification Fees to be applied from 1<sup>ST</sup> September 2023

### 2.0 England Selected

FDQ Selected Qualifications in England – Registration and Certification fees			2023/24	
Name	QAN	Current	New Fee	
FDQ Level 4 Certificate for Prof in FME	501/1656/3	£119.50	<b>£129.50</b>	
FDQ Level 3 Diploma in Food Technology & Management	600/3135/9	£119.50	<b>£129.50</b>	Adults Skills Funding
FDQ Level 3 Diploma in Food Technology	600/3136/0	£119.50	<b>£129.50</b>	
FDQ Level 3 Diploma in Food & Drink Engineering Maintenance	610/1418/7	£179.50	<b>£199.50</b>	
FDQ Level 2 Certificate in Professional Bakery	600/6864/4	£115.00	<b>£129.50</b>	
FDQ Level 2 Diploma in Professional Bakery	600/6865/6	£115.00	<b>£129.50</b>	
FDQ Level 3 Diploma in Professional Bakery	600/6866/8	£119.50	<b>£129.50</b>	Adult Skills Funding
FDQ Level 2 Certificate in Professional Butchery	601/0674/8	£119.50	<b>£129.50</b>	
FDQ Level 2 Diploma in Professional Butchery	601/0675/X	£119.50	<b>£129.50</b>	
FDQ Level 1 Certificate in Food Industry Skills	601/1729/1	£119.50	<b>£129.50</b>	
FDQ Level 1 Diploma in Food Industry Skills	601/3403/3	£119.50	<b>£129.50</b>	
FDQ Level 2 Cert in Delicatessen Counter Sales & Services	610/0863/1	£114.50	<b>£119.50</b>	
FDQ Level 3 Advanced Certificate in Professional Cake Dec	601/8891/1	£87.50	<b>£99.50</b>	
FDQ Level 4 Award in EQA of Assessment Processes & Practice	600/2220/6	£67.50	<b>£75.00</b>	
FDQ Level 3 Award in Assessing Comp in the Work Env	600/2221/8	£67.50	<b>£75.00</b>	
FDQ Level 3 Award in Assessing Vocationally Related Ach	600/2222/X	£67.50	<b>£75.00</b>	
FDQ Level 4 Award in IQA of Assessment Processes	600/2223/1	£67.50	<b>£75.00</b>	
FDQ Level 1 Certificate in Cake Decoration	601/0955/5	£67.50	<b>£75.00</b>	
FDQ Level 2 Certificate in Professional Cake Decoration	601/0959/2	£67.50	<b>£75.00</b>	
FDQ Level 3 Advanced Award in PUWER Inspection	601/8683/5	£30.00	<b>£35.00</b>	



## Qualification Fees to be applied from 1<sup>ST</sup> September 2023

### 2.1 Wales Selected

Welsh Qualification Registration and Certification fees			2023/24
Apprenticeship Qualification Title	QAN	Current Fee	New Fee
FDQ Level 2 Diploma for Proficiency in Food and Drink Operations	C00/4561/5	£109.50	<b>£119.50</b>
FDQ Level 2 Diploma for Proficiency in Baking Industry Skills	C00/4608/5	£109.50	<b>£119.50</b>
FDQ Level 2 Diploma for Proficiency in Food Industry Team Lead	C00/4634/9	£109.50	<b>£119.50</b>
FDQ Level 2 Diploma for Proficiency in Seafood Industry Skills	C00/4683/1	£109.50	<b>£119.50</b>
FDQ Level 2 Diploma for Proficiency in Brewing Industry Skills	C00/4687/8	£109.50	<b>£119.50</b>
FDQ Level 3 Diploma for Proficiency in Food and Drink Tech Ops	C00/4719/8	£119.50	<b>£129.50</b>
FDQ Level 3 Diploma for Proficiency in Adv Butchery & Meat Processing	C00/4719/9	£119.50	<b>£129.50</b>
FDQ Level 3 Diploma for Proficiency in Food Industry Technical Management	C00/4720/0	£119.50	<b>£129.50</b>
FDQ Level 3 Diploma for Proficiency in Adv Baking Industry Skills	C00/4724/0	£119.50	<b>£129.50</b>
FDQ Level 3 Diploma for Proficiency in Adv Seafood Ind Skills	C00/4724/1	£119.50	<b>£129.50</b>
FDQ Level 2 Diploma for Proficiency in Butchery and Meat Processing (Wales)	C00/4561/6	£109.50	<b>£119.50</b>
FDQ Level 3 Diploma in Food & Drink Engineering Maintenance	TBC	-	<b>£229.50</b>
FDQ Level 4 Certificate for Proficiency in FME	501/1656/3	£119.50	<b>£129.50</b>
FDQ Level 2 Diploma in Bakery	603/2879/4	£109.50	<b>£119.50</b>
FDQ Level 2 Certificate in Professional Bakery	600/6864/4	£115.00	<b>£129.50</b>
FDQ Level 2 Diploma in Professional Bakery	600/6865/6	£115.00	<b>£129.50</b>
FDQ Level 3 Diploma in Professional Bakery	600/6866/8	£119.50	<b>£129.50</b>
<b>Other Qualifications in Wales</b>			
FDQ Level 3 Advanced Certificate in Professional Cake Decoration	601/8891/1	£87.50	<b>£99.50</b>
FDQ Level 1 Certificate in Cake Decoration	601/0955/5	£67.50	<b>£75.00</b>
FDQ Level 2 Certificate in Professional Cake Decoration	601/0959/2	£67.50	<b>£75.00</b>
FDQ Level 1 Award in Cake Decoration	601/0956/7	£47.50	<b>£60.00</b>
FDQ Level 2 Award in Professional Cake Decoration	601/0958/0	£47.50	<b>£60.00</b>
FDQ Level 2 Award in Knife Skills for Food Processing	601/0389/9	£47.50	<b>£60.00</b>
FDQ Level 2 Award in HACCP-Based Food Safety Systems	601/8970/8	£12.50	<b>£15.00</b>

**New apprenticeship qualification development 2022/23**

## Qualification Fees to be applied from 1<sup>st</sup> September 2023

### 2.2 Northern Ireland Selected

Northern Ireland Registration and Certification fees			2023/24
Qualification Title	QAN	Current	New Fee
FDQ Level 2 Certificate for Proficiency in FME	500/9392/7	£87.50	£99.50
FDQ Level 2 Certificate for Proficiency in Brewing Ind Skills	501/0526/7	£87.50	£99.50
FDQ Level 2 Certificate for Proficiency in Baking Ind Skills	501/0689/2	£87.50	£99.50
FDQ Level 2 Diploma for Proficiency in Brewing Industry Skills	501/1054/8	£87.50	£99.50
FDQ Level 2 Diploma for Proficiency in Baking Industry Skills	501/1272/7	£87.50	£99.50
FDQ Level 2 Diploma for Proficiency in FME	501/1433/5	£87.50	£99.50
FDQ Level 2 Cert for Proficiency in Fish & Shellfish Ind Skills	501/1903/5	£87.50	£99.50
FDQ Level 2 Dip for Proficiency in Fish & Shellfish Industry Skills	501/2050/5	£87.50	£99.50
FDQ Level 2 Diploma for Proficiency in Food Industry Skills	600/0443/5	£87.50	£99.50
FDQ Level 2 Certificate for Proficiency in Food Industry Skills	600/0517/8	£87.50	£99.50
FDQ Level 2 Cert for Proficiency in Meat & Poultry Ind Skills	600/0518/X	£87.50	£99.50
FDQ Level 2 Dip for Proficiency in Meat & Poultry Industry Skills	600/0679/1	£87.50	£99.50
FDQ Level 2 Cert for Proficiency in Dairy Industry Skills	600/1158/0	£87.50	£99.50
FDQ Level 2 Cert for Proficiency in Fresh Produce Ind Skills	600/2494/X	£87.50	£99.50
FDQ Level 2 Diploma for Proficiency in Fresh Produce Ind Skills	600/2499/9	£87.50	£99.50
FDQ Level 3 Diploma for Proficiency in FME	501/2316/6	£97.50	£109.50
FDQ Level 3 Certificate for Proficiency in FME	501/2344/0	£97.50	£109.50
FDQ Level 3 Certificate for Proficiency in Food Industry Skills	600/0478/2	£97.50	£109.50
FDQ Level 3 Diploma for Proficiency in Food Industry Skills	600/0479/4	£97.50	£109.50
FDQ Level 3 Diploma for Proficiency in Meat & Poultry Ind Skills	600/0510/5	£97.50	£109.50
FDQ Level 3 Cert for Proficiency in Meat & Poultry Ind Skills	600/0512/9	£97.50	£109.50
FDQ Level 3 Certificate for Proficiency in Baking Industry Skills	600/0514/2	£97.50	£109.50
FDQ Level 3 Diploma for Proficiency in Fresh Produce Ind Skills	600/2486/0	£97.50	£109.50
FDQ Level 3 Cert for Proficiency in Fresh Produce Ind Skills	600/2488/4	£97.50	£109.50
FDQ Level 3 Cert in Proficiency in Fish and Shellfish Ind Skills	600/9492/8	£98.50	£109.50
FDQ Level 3 Dip in Proficiency in Fish and Shellfish Ind Skills	600/9493/X	£99.50	£109.50
<b>Full Time Course</b>			
FDQ Level 2 Diploma in Bakery	603/2879/4	£109.50	£119.50
FDQ Level 2 Certificate in Professional Bakery	600/6864/4	£115.00	£129.50
FDQ Level 2 Diploma in Professional Bakery	600/6865/6	£115.00	£129.50
FDQ Level 3 Diploma in Professional Bakery	600/6866/8	£119.50	£129.50
<b>Chef Traineeship &amp; Apprenticeships Full Time Equivalent</b>			
FDQ Level 2 Diploma in Professional Chef (Northern Ireland)	603/6807/X	£109.50	£119.50

NI

Apprenticeship  
Framework  
Qualifications

FDQ Level 3 Diploma in Professional Chef (Northern Ireland)	610/0809/6	£109.50	<b>£119.50</b>
<b>Other Selected</b>			
FDQ Level 2 Certificate in Protecting the Welfare of Animals at Time of Killing	610/2062/x	£70.00	<b>£80.00</b>
FDQ Level 2 Award in Protecting the Welfare of Animals at Time of Killing	610/2061/8	£50.00	<b>£60.00</b>
FDQ Level 4 Diploma for Proficiency in Meat Inspection	603/6913/9	£385.00	<b>£425.00</b>
FDQ Level 3 Adv Certificate in Professional Cake Decoration	601/8891/1	£87.50	<b>£99.50</b>
FDQ Level 1 Certificate in Cake Decoration	601/0955/5	£67.50	<b>£75.00</b>
FDQ Level 2 Certificate in Professional Cake Decoration	601/0959/2	£67.50	<b>£75.00</b>
FDQ Level 1 Award in Cake Decoration	601/0956/7	£47.50	<b>£60.00</b>
FDQ Level 2 Award in Professional Cake Decoration	601/0958/0	£47.50	<b>£60.00</b>
FDQ Level 2 Award in Knife Skills for Food Processing	601/0389/9	£47.50	<b>£60.00</b>
FDQ Level 2 Award in HACCP-Based Food Safety Systems	601/8970/8	£12.50	<b>£15.00</b>

## Qualification Fees to be applied from 1<sup>ST</sup> September 2023

### 2.3 Other Categories

<b>FDQ Safety Related Online Auto Marked Qual – Registration and Certification fees</b>			<b>2023/24</b>
<b>Name</b>	<b>QAN</b>	<b>Current</b>	<b>New Fee</b>
FDQ Level 4 Award in Food Safety Management for the Food Industry	603/6398/8	£37.50	<b>£50.00</b>
FDQ Level 4 Award in HACCP Management for Food Manufacturing	600/1722/3	£27.50	<b>£37.50</b>
FDQ Level 3 Award in HACCP for Food Manufacturing	600/1723/5	£27.50	<b>£35.00</b>
FDQ Level 3 Award in Health and Safety in the Food Supply Chain Business	601/2954/2	£27.50	<b>£35.00</b>
FDQ Level 3 Advanced Award in PUWER Inspection	601/8683/5	£30.00	<b>£35.00</b>
FDQ Level 3 Award in Food Safety Supervision for the Food Industry	603/6396/4	£30.00	<b>£37.50</b>
FDQ Level 2 Award in Health and Safety in the Food Supply Chain Business	600/8897/7	£12.50	<b>£15.00</b>
FDQ Level 2 Award in Principles of Food Allergen Awareness and Control	601/5400/7	£12.50	<b>£15.00</b>
FDQ Level 2 Award in Workplace Manual Handling	601/8804/2	£12.50	<b>£15.00</b>
FDQ Level 2 Award in HACCP-Based Food Safety Systems	601/8970/8	£12.50	<b>£15.00</b>
FDQ Level 2 Award in Food Safety for Manufacturing (Meat and Poultry)	603/6387/3	£12.50	<b>£15.00</b>
FDQ Level 2 Award in Food Safety for the Food Industry	603/6390/3	£12.50	<b>£15.00</b>
FDQ Level 2 Award in Food Safety for the Retail Industry	603/6394/0	£12.50	<b>£15.00</b>
FDQ Enabling a Positive Food Safety Culture	900/0057/7	£11.00	<b>£12.50</b>

## 2.4 Sample Papers

FDQ Sample Papers for apprenticeships Registration fees			2023/24
Name	QAN	Current	New Fee
Level 2 EPA for Food and Drink Process Operator ST0199 Sample	900/0041/1	£3.00	£3.00
Level 2 EPA for Fishmonger ST0194 Sample Paper for EPA prep	900/0042/2	£3.00	£3.00
Level 2 EPA for Butcher ST0078 In Store Sample	900/0043/3	£3.00	£3.00
Level 2 EPA for Baker ST0191 Sample	900/0044/4	£3.00	£3.00
FDQ Level 1 Foundation Award in Chocolate Tasting Sample	900/0047/7	£3.00	£3.00
Level 2 EPA for Automated Baker ST0191 Sample	900/0049/9	£3.00	£3.00
FDQ L 2 Award in Principles of Food Allergen Awareness and Control Sample	900/0050/0	£3.00	£3.00
FDQ Level 2 EPA for Baker (In-Store) ST0191 AP05 Sample	900/0051/1	£3.00	£3.00
FDQ L3 Diploma in Food and Drink Operations (Sample)	900/0052/2	£3.00	£3.00
FDQ Level 2 EPA for Food and Drink Process Operator AP03 ST0199 Sample	900/0053/3	£3.00	£3.00
Level 3 EPA for Advanced Butcher (Retail) ST0077 AP03 Sample	900/0054/4	£3.00	£3.00
FDQ Level 2 Diploma in Bakery Sample	900/0055/5	£3.00	£3.00
FDQ L 3 EPA for Food & Drink Advanced Process Operator ST0196 AP05 Sample	900/0056/6	£3.00	£3.00
Level 3 EPA for Food and Drink Maintenance Engineer ST0195 Sample	900/0058/8	£3.00	£3.00
Level 4 EPA for Brewer ST0580 Sample	900/0059/9	£3.00	£3.00
FDQ L2 Award in Food Safety for Manufacturing (Meat and Poultry) Sample	900/0060/6	£3.00	£3.00
FDQ Level 2 Award in Food Safety for the Retail Industry Sample	900/0061/1	£3.00	£3.00
FDQ Level 2 Award in Food Safety for the Food Industry Sample	900/0062/2	£3.00	£3.00
FDQ Level 3 Award in Food Safety Supervision for the Food Industry Sample	900/0063/3	£3.00	£3.00
FDQ Level 2 Award in HACCP-Based Food Safety Systems Sample	900/0064/4	£3.00	£3.00

## Other

## 2.5

FDQ Animal Welfare Related – Registration and Certification fees			2023/24
Name	QAN	Current	New Fee
FDQ Level 2 Award for Proficiency in Poultry Meat Inspection	500/5836/8	£65.00	£75.00
FDQ Level 2 Award for Proficiency in Poultry Meat Insp broilers & hens' pathway	500/5836/8	£65.00	£75.00
FDQ Level 2 Award for Proficiency in Poultry Meat Insp Ducks & geese pathway	500/5836/8	£65.00	£75.00
FDQ Level 2 Award for Proficiency in Poultry Meat Insp Non-hunted game bird pathway	500/5836/8	£65.00	£75.00
FDQ Level 2 Award for Proficiency in Poultry Meat Insp Turkey pathway	500/5836/8	£65.00	£75.00
FDQ Level 2 Award for Proficiency in Poultry Meat Inspection	500/5836/8	£65.00	£75.00
FDQ Level 2 Certificate in Protecting the Welfare of Animals at Time of Killing	610/2062/X	£70.00	£80.00
FDQ Level 4 Diploma for Proficiency in Meat Inspection	603/6913/9	£385.00	£425.00
FDQ Level 2 Award in Protecting the Welfare of Animals at Time of Killing	610/2061/8	£50.00	£60.00

## Other

### 2.6

Food Safety in Selected Language – Endorsed Programmes – Registration and Certification fees			2023/24
Name	QAN	Current	New Fee
FDQ Food Safety Certificate Polish	900/0001/1	£11.00	<b>£12.50</b>
FDQ Food Safety Certificate Czech	900/0002/2	£11.00	<b>£12.50</b>
FDQ Food Safety Certificate Portuguese	900/0003/3	£11.00	<b>£12.50</b>
FDQ Food Safety Certificate Lithuanian	900/0004/4	£11.00	<b>£12.50</b>
FDQ Food Safety Certificate Latvian	900/0005/5	£11.00	<b>£12.50</b>
FDQ Food Safety Certificate Bulgarian	900/0006/6	£11.00	<b>£12.50</b>
FDQ Food Safety Certificate Russian	900/0007/7	£11.00	<b>£12.50</b>
FDQ Food Safety Certificate Romanian	900/0008/8	£11.00	<b>£12.50</b>

### 2.7

Unit Only Registration and Certification fees			2023/24
Name	QAN	Current	New Fee
Unit Registrations Only	000/0000/0	£11.00	<b>£12.50</b>

End

