



Trading Standards Qualifications Framework Fees Structure

From 1st January 2018 until 31st December 2018

VAT at the current rate (20%) will be added to the stated prices

| Registration: | MEMBER | NON-MEMBER |
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| Initial Candidate Registration (1-year fee) | £102 + VAT | £155 + VAT |
| Yearly registration fee: (1) Active candidate | £54 + VAT | £71 + VAT |
| Yearly registration fee: (1) Non-active candidate | £98 + VAT | £130 + VAT |

Examinations:

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| Core Skills in Consumer Affairs and Trading Standards (formally FCATS) Written Exam (May 2018 re-sits only) (COMBINED FEE (3 papers)) | £275 + VAT | £352+ VAT |
| Written Exam (per paper) (CSCATS and DCATS) If you are using an exam deferral from a previous examination cycle the difference in the examination fee will need to be paid. | £117 + VAT | £151 + VAT |
| Legal Metrology Practical & Oral (May 2018 re-sits only) 20% Discount if re-sitting 1 part | £425 + VAT | £549 + VAT |
| Food Oral & Practical (May 2018 re-sits only) 20% Discount if re-sitting 1 part | £188 + VAT | £233 + VAT |
| Agriculture Oral & Practical (May 2018 re-sits only) 20% Discount if re-sitting 1 part | £188 + VAT | £233 + VAT |
| Late exam entry fee (at CTSI discretion and applied automatically after exam closing date) | £91 + VAT | £115 + VAT |
| Exam deferral fee (deferral form must be completed) If you are using an exam deferral from a previous examination cycle the difference in the examination fee will need to be paid. | Please see the reverse for the deferral fees and banding. | |
| Cancellation of examination entry (separate to deferral policy) | During the 4 weeks after the exam entry closing date a 50% refund applies. NO refund thereafter (non-applicable for medical reasons or at TSI discretion) | |
| Appeals | £202 + VAT | |

Portfolio of Evidence:

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| Core Skills Portfolio of Evidence External Verification | £157 + VAT | £196 + VAT |
| Technical Skills Portfolio of Evidence External Verification per subject (Also includes: Foundation conversion) | £123 + VAT | £161 + VAT |

Prior Learning for exemptions:

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| Assessment Panel TS qualifications & accredited qualifications (2) | £267 + VAT | £363 + VAT |
| Assessment Panel Non-accredited qualifications (2) | £320 + VAT | £438 + VAT |

Examination exemptions:

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| Exemption fee: This applies to any accredited degree and any individual examination completed at an accredited university (per paper) (3) | £58 + VAT per paper | £108 + VAT per paper |
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Exams cancellations:

May 2018

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| 2 weeks after entry deadline (31 st March – 13 th April) | Withdrawal from exams 50% refund of original examination fee. |
| Three weeks prior to start of written exam week | Withdrawal from exams with no refund of original examination fee available. |

November 2018

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| Band 1 After the closing date has passed and after timetables have been published until exam packs are sent. (3 rd Sept – 1 st Oct) | 70% refund |
| Band 2 When the exam packs have been emailed to candidates (this occurs 5 weeks prior to start of exams) (1 st Oct – 12 th Oct) | 50% refund |
| Three weeks prior to start of written exam week | Withdrawal from exams with no refund of fees available. |

Please note, any request for withdrawal from examinations based on medical grounds, or personal circumstances will be required to complete an extenuating circumstance form.

<https://www.tradingstandards.uk/practitioners/training-development/qualifications-resources#examinformation>

Decisions will be made by the QAB. For further information, please contact the team on 01268 582242.

1. For more information on yearly registration, please read the TSQF Registration guidance document found on the website <https://www.tradingstandards.uk/practitioners/training-development/qualifications/frequently-asked-questions>
2. Prices quoted for the Assessment Panel are based on a maximum of 3 papers, thereafter a charge per paper will apply at member rate of £50.00 + VAT or non-member rate of £93.00 + VAT (maximum of 3 resubmissions).
3. Accredited degrees and individual examinations will need to be less than 5 years old at point of registration to qualify for exemption. You will need to apply for exemptions by send the application form, copy of certificate and transcript. CTSI offer 10% discount if claiming all papers in the degree at one time.
4. Reprinting of Certificates £27.00 + VAT (per certificate issued)