

## Professional Development Scheme Accreditation Fee Schedule 2017

Accreditation will normally be awarded for a period of three years and will be subject to a tailored annual monitoring plan.

A scheme may support any number of candidates for one or more categories of registration including Chartered Engineer, Incorporated Engineer, ICT Technician or Engineering Technician. However, separate schemes can be presented for graduate engineers and engineering technicians. Corporate Agreements are generally reserved for organisations presenting more than one scheme. A discount is also available for SMEs.

### The Standard Assessment Package includes:

- Support via telephone and email throughout the application process plus advisory meeting(s) as required
- One Accreditation/Renewal Panel Visit to one location (visit programme specified) and assessment feedback
- Decision letter

### and when accreditation/renewal is awarded:

- Certificate of Accreditation
- Use of the Accredited Scheme Logo (terms and conditions apply)
- Entry onto the website as an Accredited Scheme
- Ongoing support throughout the accreditation period
- An invite to the annual IET Accredited Scheme Coordinators event
- Exclusive access to the IET Graduate Forum

### 1. Initial accreditation

The fee for initial accreditation is £4850 plus VAT and covers the standard assessment package

### 2. Accreditation renewal

The fee for accreditation renewal is £4450 plus VAT and covers the standard assessment package

### 3. Additional support or visits

The Assessor Daily Rate of £1550 plus VAT is used as the basis for charges for additional support or visits if requested or required and not included in the standard assessment package or monitoring plan. For example:

- In those cases where a monitoring visit is deemed necessary as part of the monitoring plan
- Where additional visits to more than one location for the purposes of accreditation, monitoring or renewal assessment are required e.g. in the case of a large or complex scheme covering more than one site or division
- In those cases where a special action plan is agreed and deemed necessary e.g. when accreditation is not immediately awarded or renewed or when accreditation is withdrawn after a panel visit

### 4. Exceptional expenses

For visits requiring our representatives to travel outside the UK there will be a charge for exceptional expenses. Exceptional expenses include travel, meals and accommodation and these will be charged at cost.

## 5. Corporate agreements

Corporate Agreements may be separately negotiated for organisations presenting more than one scheme. This may be the case where for example:

- Separate schemes are presented for engineers and for technicians
- An organisation has separate schemes locally co-ordinated in different operating companies or divisions

## 6. SME discount

The category of small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons.

A total discount of 50% on the fees for the standard packages for accreditation and renewal apply to SMEs

- Initial accreditation is £2425 plus VAT
- Accreditation renewal is £2225 plus VAT

*Note: The charges for additional support including monitoring visits are not discounted.*

## 7. IET Enterprise Partner discount

Any SME that is registered as an IET Enterprise Partner is entitled to a further 50% discount

- Initial accreditation is £1200 plus VAT
- Accreditation renewal is £1100 plus VAT

*Note: The charges for additional support including monitoring visits are not discounted*

## 8. Payments

Payments for initial accreditation or renewal should be submitted prior to the panel visit taking place.

Payments for additional support and visits, if required, should be agreed and invoiced in advance.

Arrangements for payment of exceptional expenses, if required, should be agreed in advance of a visit.

## 9. Terms and conditions

No guarantee can be made that accreditation or renewal will be granted through this process. The final assessment is dependent upon the scheme continuing to meet the criteria and standards as determined by the Institution of Engineering and Technology.

Applications for accreditation renewal should be received before the accreditation renewal date otherwise accreditation will be deemed to have expired.

These fees may vary and the Institution reserves the right to apply alterations including increases in fees subject to 3 months notice.

Unless otherwise stated, no additional charge is made in respect of expenses for visiting panel members.

Non-payment of fees within the standard terms and conditions stated on the invoice will result in accreditation being automatically withdrawn.