



IRCA

INTERNATIONAL
REGISTER OF
CERTIFICATED
AUDITORS



Chartered Quality Institute



2016 Fees and charges
**IRCA approved Training
Organisations and
Training courses**

2016 Fees and charges

Application & transfer fees	Training organisation	Foundation courses	Internal auditor courses	Auditor conversion courses	Auditor/lead auditor courses
Application (first course)	£1,100 ₁	£1,570 ₁	£1,800 ₁	£2,095 ₁	£2,375 ₁
Application (for subsequent courses) ₄	n/a	£815 ₁	£930 ₁	£1,100 ₁	£1,225 ₁
Transfer from other recognized approval/certification bodies	£880 ₁	£1,215 ₁	£1,510 ₁	£1,685 ₁	£1,800 ₁
Application & transfer fees					
Annual certification Fee ₆	n/a	£440 _{2/5}	£550 ₅	£770 ₅	£1,215 ₅
Course levy Fee (per presentation) ₃	n/a	£0 ₁	£85 ₁	£105 ₁	£110 ₁

Surveillance Fees	Charge	Note
Technical Assessor day rate	£590	–
Travel time	£260 per complete day	<ul style="list-style-type: none"> • ½ travel day is charged for UK & Republic of Ireland if a one-way journey is greater than 150 miles. • 1 travel day is charged for travel in Europe outside the UK. • 2 travel days are charged for travel outside Europe.
Motor Mileage	£0.45 per mile	–
Rail Travel (UK)	First class return fare	We reserve the right to book other fare types as necessary
Air Travel	Economy return fare	We reserve the right to book other fare types as necessary
Accommodation & Sustenance	Actual cost incurred	–

2016 Fees and charges

- 1) Training Course Application Fees:** No application fee will be charged for a Foundation course when applications for certification of a classroom-based Foundation course and an Internal Auditor course are made together, and the Foundation course is intended to be presented only in conjunction with the Internal Auditor training course (i.e. as a complete three-day course).

- 2) Foundation Course Annual Fee:** an annual fee will not be charged where a classroom-based Foundation course has been certified to be presented only in conjunction with the Internal Auditor training course (i.e. as a complete three-day course).

- 3) All Levy Payments:** levy payments are payable twice a year and the current maximum course levy payment for any Training Organisation is £31,460 for any training courses presented between 1 January 2016 and 31 December 2016.

- 4)** These fees are applicable for all course applications when training organisations already have at least one Lead Auditor course in any discipline certified by IRCA.

- 5)** Total combined annual fees for courses in the same family i.e. QMS Auditor/Lead Auditor, Conversion and Internal Auditor will be capped at **£2,310**.

- 6)** There will be no application fee for Conversion courses if there is already a Lead Auditor course approved in the same scheme.

How to pay

The fee structure is revised annually. Payments (in pounds sterling) may be made by one of the following methods:

By credit card: Switch, American Express, VISA, Access or MasterCard

Complete a payment form (available from IRCA) with your credit card details, sign and return it to IRCA with the remittance advice on the invoice. The total amount due will be charged to your credit card account in pounds sterling.

By cheque: in pounds sterling drawn on a UK bank

Payment may be made by a cheque in pounds sterling drawn on a UK bank. Please write your IRCA identification number on the back of the cheque and return it with your remittance advice to the correspondence address shown below. Please note that, because of the high level of exchange and transaction charges involved, payment should not be made in currencies other than pounds sterling nor by a cheque drawn on a non-UK bank. All bank charges incurred in processing such payments are deducted before applying the net amount received to your IRCA account.

International Register of Certificated Auditors
2nd Floor, Chancery Exchange
10 Furnival Street
London, EC4A 1AB

By bank transfer (BACS)

Payment may be made by bank transfer direct to our bank in London. The details are as follows:

Bank:	Lloyds Bank Plc, Butler Place Branch, Butler Place, Caxton Street London SW1H 0PR, UK
Sort Code:	30-98-97
Account Name:	The Chartered Quality Institute
Account Number:	0231866
Swift Code:	LYODGB2L
IBAN number:	GB18LOYD30989700231866
BIC Code:	LOYDGB21031

Please note that this is an expensive payment method. It is likely that a charge will be made by your bank and by Lloyds Bank in London. Please ensure that the total amount due is the net amount to be credited to our bank account after deduction of all charges. Any differences will be carried forward on your IRCA account. **Important:** You must ensure that your Training Organisation Member number as shown on the invoice is quoted on the transfer advice sent by your bank to Lloyds Bank in London. Also, please inform your IRCA Account Manager when such transfers have been made.