

June 2025

# **Functional Skills Exams (Remote and In Person Exams)**

**Corporate Information and Pricing  
2025-2026**



**Book at  
[www.lcbeducation.co.uk](http://www.lcbeducation.co.uk)**

# Functional Skills Exams – Corporate Clients and Groups (2025-26 Pricing)

1. Individual Exam Referral Offer (£25 Bonus)  
*(Remote or in person exams)*

2. Bulk Booking Discounts  
*(Remote or in person exams)*

3. On Site Group Invigilation (at your site)

Access arrangements

Terms and conditions

To discuss your organisation's needs or set up a  
bespoke package, contact us at  
[hello@littlecraftersboxes.co.uk](mailto:hello@littlecraftersboxes.co.uk) or call 01526  
701214. We're happy to tailor our offer to suit  
your team.

# **1. Individual Exam Referral Offer (£25 Bonus for you and a further £25 for the learner)**

Encourage your staff, clients or learners to upskill with our remote Functional Skills exams. For every individual who completes an exam through LCB Education, your organisation will receive a £25 referral bonus, and the learner will receive a further £25 discount upon booking!

## **How it works:**

Each candidate books and completes their exam remotely with TQUK secure online invigilation. We will provide you with a coupon code they can use to gain a £25 discount on exam booking fees). For every completed exam, we'll credit your organisation £25 (either as a payment or as credit towards future bookings).

## **Perfect for:**

Flexible, one-off upskilling needs or continuous professional development.

**Exams can be sat remotely (on screen, with secure online invigilation or at our Lincs based centre at NG34 8RG**

## 2. Bulk Booking Discounts

Save more when you invest in your group/ team's development with bulk exam bookings:

- Book 5–9 exams: 5% discount on total exam fees (£243.20 per exam)
- Book 10–19 exams: 10% discount on total exam fees (£230.40 per exam)
- Book 20+ exams: 15% discount on total exam fees (£217.60 per exam)

Bulk bookings can be used flexibly, allowing you to schedule exams as needed for multiple learners. You have 12 months to use your bulk bookings after purchase.

Example Pricing (per candidate, before discount):

- Functional Skills English or Maths (Remote): £256 per candidate

### **Bulk Discount Example:**

Book 10 remote exams at £256 each = £2,560

10% discount = £256 off

Total to pay: £2,304

**Exams can be sat remotely (on screen, with secure online invigilation or at our Lincs based centre at NG34 8RG**

### 3. On-Site Invigilation for Cohorts (at your site)

Prefer in-person exams for your staff or client groups? We can send a qualified member of our team to your location to invigilate and support a cohort sitting their Functional Skills exams together.

- Minimum cohort size: 5 candidates per session (up to a maximum of 20 candidates per invigilator)
- On-site invigilation fee: £250 per session per invigilator
- Exam fee per candidate: £256
- Travel expenses: Charged at £1.20 per mile from our location (postcode NG34 8RG), calculated as a round trip per invigilator.

Example:

5 candidates, on-site session:

- Exam fees:  $5 \times £256 = £1,280$
- Invigilation fee: £250
- Travel (e.g., 30 miles each way = 60 miles round trip):  $60 \times £1.20 = £72$
- Total: £1,602 (for a 30-mile journey; adjust for actual distance)

**It is your responsibility to ensure a suitable room is available for examinations to take place, compliant with examination regulations. We can support you with this before the exam date if necessary.**

# Exam Refund Policy

At LCB Education, we understand that circumstances can change. If you have booked and paid for an exam but later decide not to proceed, please read our refund policy below:

## 1. Cooling-Off Period

If you change your mind within 14 days of payment and before any exam arrangements have been made (such as booking with exam centres or issuing exam materials), you are entitled to a full refund.

## 2. After the Cooling-Off Period

If you request a refund after 14 days, or after we have begun making arrangements for your exam (e.g. booking with an exam centre, ordering materials, or providing preparatory resources), we reserve the right to retain an administration fee of £40 to cover our costs. The remainder of your payment will be refunded.

## 3. No Refunds After Exam Arrangements Are Finalised

Once your exam has been fully booked with the exam centre and/or exam materials have been issued or posted, we are unable to offer a refund, except in exceptional circumstances at our discretion.

## 4. How to Request a Refund

To request a refund, please email us at [hello@littlecraftersboxes.co.uk](mailto:hello@littlecraftersboxes.co.uk) with your booking details and reason for cancellation. We aim to process all refund requests within 7 working days.

## 5. Exceptional Circumstances

If you believe you have a special circumstance (e.g. medical emergency), please get in touch and we will consider your situation on a case-by-case basis.

# Supporting Learners with Additional Needs & Access Arrangements at LCB Education

At LCB Education, we believe every learner deserves the opportunity to succeed, regardless of age, background, or learning needs. We are proud to provide a welcoming, flexible, and understanding environment for all learners with Special Educational Needs (SEN), whether they are children, young people, or adults.

## Small Group On-Site Exams:

- All on-site exams are conducted in small groups of up to five learners, creating a calm and supportive environment.

## Individual Rooms:

- If a learner requires an individual room due to specific needs or access arrangements, this can be arranged in advance. Please note that additional fees apply for private invigilation and room hire.

## Other Access Arrangements:

- We offer a range of access arrangements in line with awarding body regulations, including (but not limited to):
  - Extra time
  - Rest breaks
  - Use of a reader or scribe
  - Remote invigilation for learners who need or prefer to sit their exam off-site (this can be automated via a recording or with a physical staff member on camera if needed)

If you think you or your learner(s) may require any access arrangements, please let us know as early as possible so we can discuss your needs and ensure the right support is in place.

For further information or to discuss access arrangements, please contact us at [hello@littlecraftersboxes.co.uk](mailto:hello@littlecraftersboxes.co.uk) or call 01526 701214.

# Terms & Conditions – Functional Skills Exams for Corporate Clients

## 1. Definitions

- LCB Education refers to Little Crafters Boxes Ltd, trading as LCB Education.
- Client refers to the organisation or business booking Functional Skills exams for their staff, clients, or associated candidates.
- Candidate or Learner refers to the individual sitting the exam.
- Exam session refers to a scheduled exam, either remote or on-site.

## 2. Booking & Payment

- All bookings must be confirmed in writing (email is acceptable) and are subject to availability.
- Payment must be made in full prior to the exam date unless otherwise agreed in writing.
- Bulk booking discounts apply only to bookings made and paid for in advance as a single transaction.
- Prices are as advertised at the time of booking. LCB Education reserves the right to amend prices with prior notice.

## 3. Referral Bonus

- The £25 referral bonus is awarded to the Client for each individual candidate who completes a remote Functional Skills exam through LCB Education.
- Referral bonuses are paid as credit towards future bookings or as a direct payment, as agreed.
- Referral bonuses are processed within 30 days of exam completion.
- We will issue you with a coupon code that you can provide to your learners to get their additional £25 discount. One discount code can be applied per exam.

## 4. Bulk Booking Discounts

- Discounts apply based on the number of exams booked and paid for in a single transaction:
  - 5–9 exams: 5% discount
  - 10–19 exams: 10% discount
  - 20+ exams: 15% discount
- Bulk bookings are valid for use within one year from the date of purchase. Unused exam slots are non-refundable.

## 5. Remote Exams

- Remote exams are invigilated online by the awarding body (TQUK) and a video/ audio recording using secure systems.
- Candidates must have access to a suitable device with a connected web camera and a microphone, internet connection, and a quiet environment.
- It is the Client's responsibility to ensure candidates meet technical and environmental requirements.
- Any rescheduling requests must be made at least 5 working days before the scheduled exam; late changes may incur an administration fee.



## 6. On-Site Invigilation

On-site invigilation is available for up to 5 candidates per session.

The invigilation fee is £250 per session, plus travel expenses charged at £1.20 per mile (round trip) from NG34 8RG.

Additional invigilators must be booked for cohorts larger than 20 candidates.

The Client is responsible for providing a suitable venue that meets exam board requirements for security and accessibility.

Travel expenses are invoiced based on the distance calculated using the shortest practical route.

## 7. Cancellations & Refunds

Cancellations made more than 14 days before the scheduled exam date are eligible for a full refund, provided no exam arrangements have been finalised.

Cancellations within 14 days, or after exam arrangements have commenced (including booking with exam centres or issuing materials), will incur a £40 administration fee per candidate.

No refunds are available once the exam has been fully booked with an exam centre, materials have been issued, or the exam date has passed, except at LCB Education's discretion in exceptional circumstances.

Refund requests must be submitted in writing to [hello@littlecraftersboxes.co.uk](mailto:hello@littlecraftersboxes.co.uk).

## 8. Candidate Conduct & Requirements

Candidates must comply with all exam regulations, including identification and behaviour requirements.

Any breach of exam regulations may result in disqualification, with no refund.

## 9. Liability

LCB Education will not be liable for any technical failures, venue issues, or candidate conduct that prevent the exam from taking place, except where due to our own negligence.

In the unlikely event of cancellation by LCB Education, a full refund or rescheduling will be offered.

## 10. Data Protection

All personal data is handled in accordance with the Data Protection Act 2018 and GDPR.

Information is used solely for the purpose of exam administration and communication.

## 11. General

These terms and conditions are subject to change. The version in force at the time of booking will apply.

Any queries should be directed to [hello@littlecraftersboxes.co.uk](mailto:hello@littlecraftersboxes.co.uk) or 01526 701214.

By booking Functional Skills exams with LCB Education, the Client agrees to these terms and conditions.



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