Training Provider Licence

Rate Card

Rates effective April 2026

Rates for Businesses with 1-50 employees

Firms employing up to 50 employees are subject to special flat annual rates, based on total employees rather than Professional Employees.

The annual fee for a business with 1-10 total employees is £169.72 + VAT
The annual fee for a business with 11-50 total employees is £580.39 + VAT

Rates for Businesses with 51 or more employees

Businesses employing 51+ employees are subject to a fee determined by the number of Professional Employees (see definition below).

The annual fee per Professional Employee is £36.51 + VAT
This licence is subject to a minimum annual charge of £580.39 + VAT

Calculating the licence fee

The number of Professional Employees, on which the licence fee is based, should include employees, contracted works and consultants in the following categories based on the Standard Occupational Classifications published by the Office for National Statistics (ONS):

Group 1 - Managers and Senior Officials
Group 2 - Professional Occupations
Group 3 - Associate Professional and Technical Occupations

Please go to: cla.co.uk/ons-soc-guidance for further information on Standard Occupational Classifications (SOCs)

Rates for Online Training Companies only

Businesses engaged in online training only are subject to a fee applied to the number of Delegates trained in the previous 12-month period.

The fee per Delegate is £10.71 + VAT.

Indemnity for past copying

Fees for backdating your licence to cover previous copying will be calculated using the rate applicable in the current year and applied for each year that the licence is backdated. For more information about the indemnity, please see the full Terms and Conditions of the Licence.

For further guidance

New customers should contact licence@cla.co.uk or 0800 085 6644

Existing customers should call Customer Services on 020 7400 3171 or email cs@cla.co.uk

For further information please visit our website cla.co.uk