

# Employment and Skills Fees, Charges & Refund Policy 2020-21



## North Tyneside Council

<b>DOCUMENT CONTROL</b>	
Title	Adult Learning Service Fees, Charges and Refund Policy 2020-21
Document Status	V1
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Distribution	
Date of issue	08 June 2020
Period covered	1 August 2020 – 31 July 2021
Scheduled review date	April 2020
Documents to refer to/used to prepare the fee policy	North of Tyne Combined Authority (NTCA) & Education and Skills Funding Agency (ESFA) Adult Education Budget (AEB): Funding rules 2020 to 2021

## Overview

North Tyneside Council Adult Learning Service approach to fees and concessions is informed by the Council's strategic focus *'Creating a Brighter Future'* and the *Combined Authority/ESFA AEB Funding Rules 20\_21*:

1. To support and enable learners in our lowest income households, young people, those who have few or no qualifications and those furthest from the labour market to access learning and training.
2. To enable learners to be *'Ready for Work and Life'* by ensuring that cost will not be a barrier to learning, education and skills training.
3. To increase participation in adult learning and create a vibrant learning culture in the borough.
4. For all other adults who are not in a priority group, they will contribute to the cost of learning.

For all fee payers there is help in the form of payment by instalments and at, or above, Level 3 there is access to Advanced Learner Loans via the Student Loans Company to support training and learning.

In all instances the course costs and fees will be kept as low as possible to promote participation and skill development across North Tyneside.

The Fee Policy defines three categories of learners:

### 1. Full Concession

Those eligible for the **full concession** must be 16-18 years old, 19-23 with low qualifications, aged 24 years or older who are unemployed and require training up to level 2; or without English and maths skills/qualifications at level 2 or below.

### 2. Discounted Fee

Those eligible for the **discounted fee** must be 19+ and in receipt of specified \*eligible state benefits.

### 3. Full Fee

Those paying the **full fee** will be 19+ and not eligible for a full concession or discounted fee.

At level 3 and above, learners aged 19 and above will be eligible to apply for an Advanced Learner Loan to cover course fees.

The following NTCA/ESFA funding table has been used to determine our policy for 20/21

<b>The level of government contribution we will fund is as follows.</b>			
<b>Provision</b>	<b>19- to 23-year-olds</b>	<b>24+ unemployed</b>	<b>24+ Other</b>
English and maths, up to and including level 2 (must be delivered as part of the legal entitlement)	Fully funded*	Fully funded*	Fully funded*
Digital skills up to and including level 2 (must be delivered as part of the legal entitlement)	Fully funded*	Fully funded*	Fully funded*
Level 2 (excluding English and maths) (First full level 2 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Fully Funded	Co-funded +
Learning to progress to Level 2	Fully funded^ (up to and including Level 1)	Fully funded	Co-funded +
Level 3 (First full level 3 must be delivered as part of the legal entitlement)	Fully funded* (first and full)	Loan-funded	Loan-funded
	Loan-funded** (previously achieved full Level 3 or above)		
Traineeship#	Fully funded ( <i>including 16- to 24-year-olds ##</i> )	N/A	N/A
English for speakers of other languages (ESOL) learning up to and including level 2	Co-funded +	Fully funded	Co-funded +
	Fully funded – unemployed		
Learning aims up to and including Level 2, where the learner has already achieved a first full Level 2 or above	Co-funded +	Fully funded	Co-funded +
	Fully funded – unemployed		
<p>* Must be delivered as one of the English, maths and digital skills, and/or first full level 2 or first full level 3 qualifications required for the legal entitlement.            ^ Must be delivered as entry or level one provision from local flexibility.            # Excludes flexible element where funding depends on age and level.            ## 16- to 18-year-old learners must be eligible under the EFA's young people's residency requirements.            ** Availability of loans at Level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full Level 3.            + Low Wage flexibility may apply</p>			

## 1. Full Concession

Learners who are Unemployed studying up to and including Level 2 and;

- In receipt of Job Seekers Allowance
- In receipt of Employment and Support allowance

Or learners who are:

- In receipt of Universal Credit earn less than £338 a month (£541 if a joint claim)
- \* In receipt of other \*eligible state benefits earn less than £338 (£541 if a joint claim) a month studying up to level 2 and the training is directly relevant to their employment prospects and the local labour market needs
- 19-24 without a Full Level 3 studying on a traineeship
- 16-18 not enrolled at another institution for courses longer than 2 weeks
- 19-23 studying a first Full Level 2 or to progress to a first Full Level 2
- 19-23 studying a first Full Level 3
- Studying English or maths and do not have a Level 2 English or maths qualification
- Studying GCSE English or maths and do not have an existing grade C or above
- released on temporary licence from prison and following a learning programme, up to level 2, in the community
- Your annual gross salary is less than £17,004.00 (evidence required))
- 19+ Studying Digital Skills as part of the legal entitlement
- Completing a Family Learning course

**\* This concession is awarded at our discretion and the learner must demonstrate learning is directly relevant to the individual's employment prospects and the needs of the local labour market (paragraph 158)**

## Discounted Fee

- 19-23 studying up to and including Level 2 and have already achieved a First Full Level 2 or above
- 24+ in receipt of other \*eligible state benefits, not studying as a pathway to employment, up to level 2 or a non-accredited course

### \*Eligible State Benefits

Universal Credit	Attendance Allowance
Income Support	Carers Allowance
Housing Benefit	Pension Credit Guarantee
Council Tax Support	Working Tax Credit

(\*NB. This is an exhaustive list – no other benefits are eligible)

## 2. Full Fee

### **NB. Always check a person's eligibility for a full or discounted concession first.**

Those eligible to pay the full fee:

- Learners who do not qualify for either Full Concession or Discounted Fee will pay the Full Fee.
- For those learners not entitled to “public funding”, they can still study with us but there will be an additional charge. (details will be given at enrolment)

## Refund Policy

If a course is cancelled by the Adult Learning Service and a suitable alternative is not available, a full refund of fees will be made.

If a session is cancelled an alternative session will be arranged where possible.

If a learner is unable to attend their course a refund is only available until one week before the course starts. The learner must contact the Adult Learning Service, at the latest, one week before the course starts and their refund will be processed minus an administrative charge of £15.

If the learner informs the Adult Learning Service within one week, or on the day the course starts or later, no refund is available.

Exceptional circumstances will be considered. Written requests should be submitted to: Business Manager, North Tyneside Council Employment and Skills Service, Norham High School – East Wing, North Shields, NE29 7BU.

## Non-Attendance Policy

Where a learner fails to attend the first and/or second session of a course, and does not notify us of their absence, they will automatically be withdrawn and their place offered to a learner on a waiting list. No refunds are payable to fee paying learners in this circumstance.