

## Fees and Charges Policy

Our mission is to be an exceptional and responsive training provider – providing life-changing education and training that improves skills, wellbeing and inclusion – moving learners closer to work and helping them progress in work - in order to improve the life opportunities and outcomes for our learners and their families.

We aim to achieve this by:

- Working with partners, employers and disadvantaged learners
- Designing and delivering courses that meet learner and stakeholder needs and goals
- Delivering an outstanding and safe learner experience
- Improving basic skills & employability skills, confidence, resilience, wellbeing and inclusion
- Continually improving delivery quality, safeguarding and outcomes for learners

## Fees and Charges

### Government-funded learners

We deliver training for many learners who are eligible for government funding under Adult Education Budget (AEB) through a statutory entitlement. This may be learners who self-refer or learners who are enrolled through a referring organisation such as Job Centre Plus or an employer.

In these circumstances, we adhere to ESFA rules defined in the document: 'Adult Education Budget: funding and performance management rules'.

Under these rules, no compulsory charges can be made relating to the cost of delivering a learning aim to learners the ESFA fully funds, including those with a statutory entitlement to full funding for their learning.

Where a learner is co-funded by the ESFA as a result of their employment status and/or choice of training or learning aim, we will endeavor to recover the appropriate co-funded fee from the learner prior to the learning taking place.

### Full-Cost Programmes

On occasions, we may deliver training to individual learners who are not eligible for government-funding. This may be for various reasons including either the learner not meeting ESFA residency rules or the learner's prior attainment. In this case, fees will be set at a fair market rate for the course and level of support to be provided. For individual learners, unless otherwise agreed, the quoted fees will be invoiced and payment required in advance of starting the learning.

When working with employers, we may deliver courses on a commercial basis. In this case, we will quote fees which represent a fair market rate for the services and provide value for money for the employer. Unless otherwise agreed, fees will be invoiced in arrears, following successful delivery of training.

**Review and monitoring**

Overall responsibility for the operation of this policy lies with the Managing Director and will be monitored on an annual basis or more frequently in the event of changes to ESFA funding rules.

Date of Policy - 30.04.2019

Review date - 30.04.2020