

Fees and Concessions Policy

Version 2, February 2018

Fees and Concessions Policy - Sandwell Adult and Family Learning Service (SAFL)

1. Policy Statement / Scope and Context

- 1.1 Sandwell Adult and Family Learning (SAFL) hereafter referred to as “the service” are part of Sandwell Metropolitan Borough Council. The service delivers a range of learning opportunities, including non-accredited Community Learning, introductory and short programmes, Entry Level, Level 1 and 2 Adult Skills Budget provision.
- 1.2 The service is committed to growing and diversifying the range of courses it delivers to widen participation, target and support the most vulnerable, engage in new and emerging markets and meet the regional and local economic development agenda and increasing prosperity. The service achieves this by operating an externally funded delivery model which promotes innovation and responsiveness to identified need. The service subcontracts a proportion of its provision to partner providers who can evidence high quality delivery.
- 1.3 Adult Skills Programme in Sandwell is delivered in partnership with other organisations such as private learning providers, community and voluntary organisations and charities and aims to meet the learning needs of adults who fall within the service’s target groups and enable learners to achieve and progress.
- 1.4 The service last received a full inspection by OFSTED in January 2018 and was judged as Grade 2 – Good, in all areas of provision.
- 1.5 This policy applies to all tuition, exam and registration fees, fee remissions and concessions to deliver adult and community learning provision in Sandwell supported by funds supplied by the Education and Skills Funding Agency (ESFA) – see below.
- 1.6 Funding for Adult and Family Learning courses is provided through an external Government contract with the Education and Skills Funding Agency. The Government's policy is that providers of Adult and Family Learning courses are required to increase income from course fees on an annual basis and those that can afford to pay should do so, combined with targeted support for those with low incomes.
- 1.7 An annual rate is set for tuition fees, any changes are approved each spring by the Council Cabinet.
- 1.8 Sandwell's Adult and Family Learning Service has always aimed to ensure that fees remain modest and are lower than those charged by other Black Country Adult Education providers.

2. Tuition Fees, Fee Remissions and Concessions

Tuition Fees

2.1 In setting our fees the Service aims to ensure that our fees remain modest, and favourable comparable to other local providers, and that we attract more learners onto courses, which in turn will increase our fee income.

Tuition Fees is based on £3.50 per guided learning hour .

2.2 Tuition fees quoted are correct at time of publication, but these may be varied at any time up to and including the date of enrolment.

Fee Remissions

2.3 ESFA Fee remission discounts for accredited courses are still available for those people who qualify. "The ESFA Funding approach assumes that all learners other than those eligible for fee remission are charged a tuition fee as a contribution towards the costs of their learning.

2.4 The ESFA sets targets for all providers to achieve a stipulated proportion of the overall assumed fee income; this target may be monitored as a performance attribute and the ESFA has indicated its intention to claw back an element of grant funding equivalent to any amount of assumed fee income not actually received."

2.5 See Table 1 for current eligibility groups

Fee Concessions

2.6 A Service Concession will apply to groups of people who are not eligible for a ESFA Fee Remission Discount. The amount of fee concession will vary depending on whether the course is an ESFA priority course, an accredited course or a non- accredited course. Course fee concessions will be stated for each individual course.

2.7 Discretionary Senior Managers Concessions will continue to be applied where a service/community benefit is identified. E.g. new provision, tasters.

2.8 See Table 2 for current service concessions

Table 1 Fee Remissions

Course Type	Learner Group	Remission
Entry Level, Level 1 and Level 2 accredited courses fundable as listed on the Learning Aims Register – LARS <i>*English & maths courses are FREE</i>	Currently in receipt of Job Seekers Allowance (JSA)	100%
	Currently in receipt of Employment Support Allowance (ESA) work-related	100%
	In receipt of Universal Credit	100%
	Aged 19-23, studying Entry Level or Level 1, and have no prior level 2 qualification	100%
	Aged 19-23, studying for first FULL level 2	100%

Table 2 Fee Concessions Eligible Learner Groups

Course Type	Learner Group	Concession
A. Entry Level, Level 1 and Level 2 accredited courses fundable as listed on LARS <i>*English and maths courses are FREE</i>	Aged over 60 years of age, not in full time paid employment - 20hrs or more per week.	50%
B. Community Learning - My Future/My Community**	Currently in receipt of Job Seekers Allowance (JSA)	100%
	Currently in receipt of Employment Support Allowance (ESA) work-related	100%
	In receipt of Universal Credit	100%
C. Community Learning - My Interests**	Currently in receipt of Job Seekers Allowance (JSA)	100%
	Currently in receipt of Employment Support Allowance (ESA) work-related	100%
	In receipt of Universal Credit	100%
D. Community Learning – My Family **	All parents, carers attending with children aged 2 to 16	100%

** Fees may be charged for learning materials, educational visits etc.