

North Yorkshire Council

Children & Young People's Services

Director's meeting with Executive Members

4 June 2024

Adult Learning and Skills Service Fees and Charging Policy 2024-25

Report of the Corporate Director Stuart Carlton

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to introduce the revised Adult Learning and Skills Service (ALSS) Fees and Charging Policy for the academic year 2024-25. Reviewing this policy will also require approval to increase charges for those learners who are eligible to pay fees.

2.0 SUMMARY

- 2.1 The Adult Learning and Skills Engagement strategy details a changing curriculum offer that is designed to meet a number of competing challenges and priorities. Funding for this provision is largely provided by the Education and Skills Funding Agency and as such is bound by clear funding rules that are published on an annual basis and that reflect key priorities for adult education. These rules make clear stipulations on the types of programmes and types of learners that can receive full or partial funding.
- 2.2 This report details the key changes to the existing policy led by changes to the funding rules. Due to increasing inflationary pressures for the small number of learners who are required to pay fees, (total collected in 23/24 £421) we are proposing a competitive increase in fee amounts of just over 6%.

3.0 BACKGROUND

- 3.1 The Education and Skills Funding Agency (ESFA) in their annual [Funding Rules and Guidance document](#) stipulates that we must produce a clear updated policy and publish this on our web site.
- 3.2 To address the requirement to set out a clear Fee and Charging Policy and that all fees and charges are reviewed on an annual basis we have reviewed and updated the policy (Appendix 1)
- 3.3 The allocation amount is determined and calculated annually and published in the March preceding the start of the new academic year (1st August to 31st July)
- 3.4 The funding comes into the Authority directly from the Education Skills Funding Agency (ESFA); the ASF funding is to support learners ages 19+. The Advanced Learning Loan funding is to support learners aged 24+ and Apprenticeship funds come through levy

employers and supports Apprentices aged 16+. The ASF replaces the previously titled Adult Education Budget (AEB).

3.5 The ASF is funded and calculated in two ways:

- Adult Skills core (Accredited Learning) is calculated through a formula funding methodology and is allocated to fund accredited learning: £778,073. Fees charged for accredited courses are dependent on the learner's personal circumstances and costs are prescribed by the awarding bodies
- Tailored Learning (Non accredited learning, which was previously Community Learning) which is non-formula funded but has specific targets and should be used with the focus being to support learners who are the most disadvantaged and furthest from the labour market: £1,914,781

3.6 Learners who meet the Government's priorities as a 'targeted' learner are fee remitted and undertake their learning at no cost to themselves. A learner who does not fall within the targeted categories is a 'co-funded' learner which means that the Adult Learning and Skills Service receives 50% of the funding available for the chosen qualification and the service can determine the percentage that learners are expected to pay of the remaining 50%. The fees are set by the funding rates and there is no scope for local fee decisions.

3.7 In line with Government priorities, ASF funding aims to engage adults and provide the skills and learning they need to progress into, or within, work or equip them for an apprenticeship or other learning. It enables more flexible tailored programmes of learning to be made available, which may or may not require a qualification, to help eligible learners engage in learning, build confidence, and/or enhance their wellbeing.

3.8 The service is ensuring that learners who can pay for their learning do so. Our learning offer has become much more focussed on those who are most disadvantaged. Provision has been developed to support people who are furthest from the labour market to engage or re-engage with learning to develop their confidence, work skills or poor mental health with a view to them progressing.

3.9 The term tailored learning brings together what was AEB community learning, formula-funded AEB non-regulated learning (previously delivered through adult skills) and any new employer-facing innovative provision that is not qualification based.

The primary purpose of tailored learning is to support learners into employment and to progress to further learning, in line with the overall purpose of the ASF. It will, however, also support wider outcomes including using it to:

- improve health and wellbeing,
- equip parents/carers to support their child's learning
- develop stronger communities.

Tailored Learning is to encourage and support all learners to progress on to new or more stretching provision to help them into more formal learning or employment.

3.10 Tailored learning courses are delivered and reported under the following 7 purpose types which link to the Tailored Learning objectives below:

1. Engaging and/or building confidence
2. Preparation for further learning
3. Preparation for employment
4. Improving essential skills (English, including English for Speakers of Other Languages, maths and digital provision)
5. Equipping parents/carers to support children's learning
6. Health and well-being
7. Developing stronger communities

4.0 Core issue

- 4.1 Our proposed offer is costed at £5.60 per hour (£5.10 23/24) for full fee-paying learner and £2.35 (£2.20 22/23) for fee remitted learner, this will be applied through the same funding entitlement and fee remission rules as Accredited Learning.
- 4.2 When we work in partnership with organisations and offer learning for free, we sometimes have learners who would ordinarily be unfunded due to their postcode area (devolved) in such instances, and only in this instance we propose a change of £7.90 per hour. (£7.40 23/24) This will enable them to participate with their peers. All other groups of unfunded learners are excluded.
- 4.3 The context for this review is that in February 2020, the County Council (as was) approved a new fees and charges policy which essentially states:
- Unless limited by Statute, fees and charges must be uplifted by the relevant inflation that the fees and charges relate to (finance would calculate the inflation rate specific to the relevant cost base)
 - There must be a review of opportunities to introduce new fees and charges
 - Fees and charges must be at full cost recovery including corporate and departmental overheads (unless limited by Statute as above)
 - If it is not possible to charge/ uplift to a minimum of full cost recovery, then the service should be discontinued
 - There must be clear benchmarking of fees and charges against other local authorities/ providers/ competitors that evidences why the recommended fees and charges are proposed
- 4.4 The Finance team have provided information on the scale of inflation applicable to the service and their estimate is that the composite rate of inflation between 23-24 and 24-25 around 6.0%. it is proposed to increase the fee for Tailored Learning from £5.10 per hour in 2024 to £5.60 per hour.

5.0 CONSULTATION UNDERTAKEN AND RESPONSES *(insert or delete)*

- 5.1 Some recent benchmarking has been undertaken by the service (see table below) – which was established that some authorities do charge at a higher rate than North Yorkshire.
- 5.2

Organisation	Fee Information (data 26 th April 24)
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City of York Learning (ESFA Funding)	Courses in Community Learning for the general fee paying public have a different fee structure. Examples are: £13.5 per session – 2 hours (dressmaking course) £16.5 per session – 2.5 hours (cooking course) £65 for 10 week course – 15 hours (craft course) £40 per session – 5 hours (felting course) £85 7 week course – 10.5 hours (art course) rate a learner is therefore paying is to divide the £85 by 10.5hrs which equals £8.10 an hour.
The WEA (ESFA Funding)	Courses in Community learning all have the same fee structure and it is one cost for all learners. Examples are: £42 for 5 sessions – 10 hours (art) £105 for 8 sessions – 24 hours (sewing craft course)
Stockton Council Adult Learning	Courses in Community Learning with no concessions, they are badged as Stockton Learning for pleasure Example is: £50 for 1 session – 2.5 hours (art class)
Rossett School in Harrogate (Privately funded)	Various Community Learning offer but not Government funded from £5.00 per hour with no concessions.
Rutland Council	Courses are charged at £5.50 per hour
Nelson and Colne College Group	Most courses are free to Lancashire Residents
Buckinghamshire	Workshop days £53.90 (£10.80 per hour) Drawing £8.80 per hour

5.3 As fee increases are below inflationary levels and in line with council policy no public consultation has been undertaken.

6.0 CONTRIBUTION TO COUNCIL PRIORITIES

6.1 Adult Learning can provide support for all aspects of the council's key themes, to do so requires effective and efficient use of the resources available. The service strategy details how we are to do this, but an effective fees and charges policies and levels will ensure suitable funds are available.

7.0 ALTERNATIVE OPTIONS CONSIDERED

7.1 We have considered the impact of no-change and also increasing fees further. As fee contributions currently have minimal impact on service income, it was felt that there would be neither benefit nor gain in not applying the uplift in line with council policy

8.0 IMPACT ON OTHER SERVICES/ORGANISATIONS

8.1 The service works closely with Training and Learning to support the development of North Yorkshire Council staff this is delivered through the learner entitlement, so no charge is applied.

9.0 FINANCIAL IMPLICATIONS

9.1 The service currently has a balanced budget through prudent working over the last two years. Due to the minimal income levels associated with fees charged it is not considered a financial risk to this aim

10.0 LEGAL IMPLICATIONS

10.1 Failure to publish a fees and charges policy would be a breach of contract with the ESFA

11.0 EQUALITIES IMPLICATIONS

11.1 Fees and charges are only levied on those individuals who exceed the financial income thresholds stated in the guidance. Whilst there may be an impact on individuals around this threshold point the level of fees charged should not indicate a significant financial disadvantage. Those learners who require support to purchase equipment, care for children while studying, have IT access or travel to learn issues the service do have the opportunity to provide a discretionary bursary.

12.0 CLIMATE CHANGE IMPLICATIONS

12.1 The policy has no climate change implications as fees and charges do not dictate service operation

13.0 PERFORMANCE IMPLICATIONS

13.1 There no implications linked to service performance as this relates purely to management of service income in line with external funding arrangements. There is potential to have a minimal impact on learner recruitment but as the vast majority of learners are not required to pay fees this is a minor risk.

14.0 POLICY IMPLICATIONS

14.1 Although a contractual requirement to produce a new policy the only change to previous year versions is the necessary increase in fees and the widening of definitions of tailored learning within it, in line with national policy change.

20.0 REASONS FOR RECOMMENDATIONS

20.1 For the service to continue to meet obligations to ESFA we must publish an annual fees policy.

20.2 In line with wider council charges policy we must uplift charges in-line with inflation

21.0 RECOMMENDATION(S)

- i) To approve the increase in fees charged to learners who are eligible
- ii) To approve publication of the fees and charging and associated pound-plus policies

APPENDICES:

Appendix A – Draft Adult Learning and Skills Service Fees and Charging Policy 2024-24

Appendix B – ESFA Funded Adult Education Budget 2024 to 2025

Appendix C – Advanced learner loan funding 2024 to 2025

Appendix D – Full Cost Calculator

Appendix E – Equality Impact Assessment
Appendix F – Climate Impact Assessment

BACKGROUND DOCUMENTS:

[ESFA: funding rules, rates and formula - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Stuart Carlton
Corporate Director – *Children and Young Peoples Service*
County Hall
Northallerton
16th May 2024

Report Author – *Paul Cliff – Shared Head of Adult Learning and Skills (York and North Yorkshire)*
Presenter of Report – *as above*

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

PLEASE ALSO NOTE THAT IF ANY REPORTS / APPENDICES INCLUDE SIGNATURES THESE MUST BE REMOVED / DELETED PRIOR TO SENDING REPORTS / APPENDICES TO DEMOCRATIC SERVICES. Appendices should include an Equality Impact Assessment and a Climate Impact Assessment where appropriate

North Yorkshire Council Adult Learning and Skills Service

Fees and Charges Policy 2024/25

This information is published and used in conjunction with the Education and Skills Funding Agency (ESFA) document: ESFA funded adult skills fund (ASF): funding rules 2024 to 2025 for the 2024 to 2025 funding year (1 August 2024 to 31 July 2025). As published on 17.04.24

A summary of the levels of government contributions towards skills provision, excluding apprenticeships, see information below and Appendix A and B:

The level of ESFA contribution we will fund is as follows:

ESFA funded ASF supports 4 legal entitlements to full funding for eligible adult learners. These are set out in the Apprenticeships, Skills and Children's Learning Act 2009, and enable eligible learners to be fully funded for the following qualifications:

- English and maths, up to and including level 2, for individuals aged 19 and over, who have not previously attained a GCSE grade 4 (C), or higher, and/or
- first full qualification at level 2 for individuals aged 19 to 23, and/or
- first full qualification at level 3 for individuals aged 19 to 23
- essential digital skills qualifications, up to and including level 1, for individuals aged 19 and over, who have digital skills assessed at below level 1

Government contribution table – See Appendix A and B

The level of government contribution for ESFA funded ASF is as follows

1: 19- to 23-year-olds

- English and maths for those aged 19 and over, up to and including level 2; Must be delivered as part of the legal entitlement qualifications; **Fully funded**
- Essential digital skills qualifications up to and including level 1; Must be delivered as part of the digital legal entitlement qualifications: **Fully funded**
- First full level 2 (excluding English and maths); First full level 2 must be delivered as part of the legal entitlement qualifications.: **Fully funded**
- Level 3 legal entitlement (learners first full Level 3); First full level 3 must be delivered as part of the legal entitlement qualifications: **Fully funded**
- Level 3 free courses for jobs offer; Learners without a full level 3 or above can access a qualification on the free courses for jobs offer qualification list; Fully funded. Learners who already hold a level 3 or above and meet the definition of unemployed or who are in receipt of low wage: **Fully funded**
- Level 3 advanced learner loans; A learner has already achieved a full level 3 and exhausted their eligibility for the free courses for jobs offer: **Loan funded**
- Learning aims to progress to a full level 2 – up to and including level 1; Must be delivered as entry or level 1 provision from local flexibility: **Fully funded**

- Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above (see local flexibility and legal entitlements section); For those who meet the unemployed criteria or who are in receipt of a low wage: **Fully funded**. For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage: **Co-funded**
- English for speakers of other languages (ESOL) learning up to and including level 2; For those who meet the unemployed criteria or who are in receipt of a low wage; **Fully funded**. For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage: **Co-funded**
- Continuing traineeship Learners (16 to 24-year-olds); 16- to 18-year-old continuing learners must be eligible under the ESFA's young people's residency requirements; Excluding the flexible element where funding depends on age and level: **Fully funded**

2: 24+ year old

- English and maths for those aged 19 and over, up to and including level 2; Must be delivered as part of the legal entitlement qualifications: **Fully funded**
- Essential digital skills qualifications up to and including level 1; Must be delivered as part of the legal entitlement qualifications: **Fully funded**
- Full level 2 (excluding English and maths); For those eligible through unemployed or in receipt of a low wage; Fully funded. For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage: **Co-funded**
- Level 3 free courses for jobs offer; Learners without a full level 3 or above accessing a qualification on the free courses for jobs offer qualifications list: **Fully funded**. Learners who already hold a level 3 or above and meet the definition of unemployed or in receipt of low wage: **Fully funded**. Where 24+ learners are not eligible for the free courses for jobs offer, providers must refer to advanced learner loans rules: **Loan funded**
- Learning to progress to level 2 (local flexibility and legal entitlements); For those eligible for their first full level 2 as they meet the unemployed criteria or who are in receipt of low wage: **Fully funded**. For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage: **Co-funded**
- Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above (local flexibility and legal entitlements); For those eligible for their first level 2 as they meet the unemployed criteria or who are in receipt of a low wage; **Fully funded**. For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage: **Co-funded**
- Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above (local flexibility and legal entitlements); For those eligible for their first level 2 as they meet the unemployed criteria or who are in receipt of a low wage: **Fully funded**. For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage: **Co-funded**
- English for speakers of other languages (ESOL) learning up to and including level 2; For those who meet the unemployed criteria or who are in receipt of a low wage: **Fully funded**. For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of low wage: **Co-funded**

Learner eligibility – who is funded



All learners must be aged 19 or over on 31st August 2024 and must meet the **residential eligibility criteria for funding**. Please refer to the [glossary](#) definition of 'learner residency' and the devolution [postcode data checker](#). These are available from your local area Adult Learning and Skills Service (ALSS) office. The information below relates to qualifications which are approved for funding as defined by the Qualifications Information Guide.

Fee Remission

The Education and Skills Funding Agency (ESFA) may also fully fund learners who are unemployed, employed, or self-employed, and would normally be co-funded for provision, up to and including level 2 and level 3 offers if they meet the following criteria:

- You earn less than £25,000 annual gross salary

We will fully fund learners who meet the residency eligibility, are aged 19 and over, and meet the definition of being below the earnings threshold, to undertake learning:

- up to and including level 2 qualifications from the local flexibility offer and/or
- qualifications from the full level 2 legal entitlement qualification list

Learners aged 19 to 23 who have not previously achieved a full level 2 qualification (5 or more GCSE or equivalent at A* to C (new grade 4 or above)) must be fully funded, regardless of the earnings threshold, if they choose a qualification from the level 2 legal entitlement list.

Learners who have exhausted their first full level 2 entitlement and do not meet the definition of being below the earnings threshold will be co-funded. [DfE list of qualifications approved for funding](#)

Digital Skills Entitlement

We will fully fund eligible learners, including those who are employed, for the following qualifications:

- Essential Digital Skills Qualification (EDSQ) up to and including level 1
- Digital Functional Skills Qualifications (DFSQ) up to and including level 1

To be eligible for the legal entitlement the individual must meet the [residential eligibility](#) and be:

- aged 19 or over, and
- assessed as having digital skills level below level 1

Examination Costs

- Examination, membership and materials costs are in addition to the course fees, unless stipulated in the prospectus.
- Learners who are entitled to free accredited courses and who are fully funded do not pay examination, membership or materials costs.

English and maths



We will fully fund eligible learners for the following qualifications:

- Functional skills English and/or maths from Entry to level 2
- Stepping stone qualifications (including components where applicable) in English and/or maths approved by DfE

To be eligible for the legal entitlement the individual must meet the [residential eligibility](#) and:

- be aged 19 or over, and
- not have a GCSE in English or maths at grade 4 or above (grade C) or a qualification which is at a comparable or higher level

We will not fund an apprentice for English and/or maths from ESFA funded ASF.

We will not enrol individuals on qualifications which are not necessary for progressing towards a GCSE or Functional Skill level 2.

Examination Re sits

Learners who have studied GCSE with ALSS and wish to re-sit their GCSE English or maths examination in November without any further learning will have to pay the appropriate costs, which are the full exam, registration and certification fee plus a £45 administration charge.

For all other qualification types (with the exception of Functional maths and English and Digital Skills) where there is an examination fee any re takes are to be paid for by the learners at the awarding body cost plus a £25 administration charge.

Individuals with certain types of immigration status and their family members

Individuals with any of the statuses listed below, or leave under the listed schemes, has an eligible residency status and is exempt from the 3-year residency requirement rule. In relation to these categories, we must have seen the learners immigration permission. This would include the biometric residence permit (BRP) and in some cases and accompanying letter from the Home Office:

- refugee status
- humanitarian protection status
- discretionary status to leave or remain
- extant leave to remain as a stateless person
- leave outside the immigration rules
- Ukraine schemes
- Afghan schemes
- additional leave to remain
- British Indian Ocean Territory
- children of Turkish workers
- asylum seekers

Further information can be found at: [individuals with certain types immigration status and their family members](#)



19+ Advanced Learning Loans

Advanced learner loans are available for individuals aged 19 or above to undertake approved qualifications at levels 3 to level 6, at an approved provider in England. Advanced learner loans give individuals access to financial support for tuition costs similar to that available in higher education and is administered by Student Loans Company.

Student Loans Company are responsible for assessing eligibility and administering the loan. Further information on the application process is available from your local area Adult learning and Skills Service office or go to [Advanced Learner Loan](#)

Level 3– free courses for jobs offer (FCFJ)

Free courses for jobs (FCFJ) are a targeted level 3 offer to support adults who meet the definition of being below the earnings threshold.

The offer includes level 3 qualifications which will support the development of new skills for adult learners and improve the prospects of eligible adults in the labour market. In particular, eligible adults can now access fully-funded level 3 provision from the list of level 3 FCFJ qualifications available via the DfE list of qualifications approved for funding

We will fully fund learners who meet the residency eligibility as part of the offer where they:

- are aged 19 or above on the 31st August within the 2024 to 2025 funding year; and
- enrol on the level 3 FCFJ qualifications approved for funding and
- meet the eligibility of being below the earnings threshold

Tailored Learning

As part of the new adult skills fund (ASF) the term tailored learning brings together what was the adult education budget (AEB) community learning, formula-funded AEB non-regulated learning (previously delivered through adult skills) and any new employer-facing innovative provision that is not qualification based.

The primary purpose of tailored learning is to support learners into employment and to progress to further learning, in line with the overall purpose of the ASF. It will, however, also support wider outcomes including using it to improve health and wellbeing, equip parents/carers to support their child's learning and develop stronger and more integrated communities.

Tailored learning courses are delivered and reported on the individual learning records (ILR) under the following purpose types, please refer to the [2024 to 2025 ILR specification](#) for further details:

- Engaging and/or building confidence
- Preparation for further learning
- Preparation for employment
- Improving essential skills (English, ESOL, maths, digital)
- Equipping parents/carers to support children's learning
- Health and wellbeing
- Developing stronger communities



Where tailored learning is being delivered, we must ensure we have appropriate and robust quality assurance processes in place by recognising and recording progress and achievement (RARPA). This is to be recorded in individual learner's individual learning plans (ILPs).

These courses are offered to enable you to develop or maintain your skills in a range of subjects. These courses are only partially subsidised by the Education and Skills Funding Agency and therefore incur a cost which is priced individually and available as publicised or on request.

If the courses meet one or more of the tailored learning purposes and if you are **unemployed and actively seeking work and in receipt of one of the benefits** or **earning less than £25,000** the cost of a course is **free**.

If your income is **less than £25,000** the cost of the course is **free**

If you are **in employment and earning over £25,00.00 or not seeking work** the cost of a course is **£5.60** per hour **(plus the cost of any resources if required)**.

In addition to course fees, The Adult Learning and Skills Service will determine measures to increase the value of funding received for tailored learning.

Family Learning

Family Learning classes give parents and children the opportunity to find out how things are taught in their children's school as well as a chance to share ideas with other parents and develop their own skills.

Family Learning can benefit the parents and carers who attend the programmes as it is a powerful resource which enables people to take their first steps back into education. It's a valuable progression pathway to higher level skills and jobs.

These courses are offered to parents and carers to support their children's learning and are **free**.

Learning for Leisure

Learning for leisure refers to the pursuit of knowledge, skills, or hobbies for personal enjoyment rather than for professional or academic advancement. On these occasions there will be a charge for this provision and this cost will be shown in all publicity.

Payment by instalment

Our payment by instalment method helps individuals to spread the cost of fees and are available on all courses with tuition fees **greater than £100**.

The first payment is 30% of the tuition fee plus the cost of materials, examination and registration fees. The remaining amount due will be split over a maximum of six consecutive monthly payments, **or** for courses of a shorter duration at least one week before the expected end date of the course. The exam and registration fees are an additional cost to the course fees – these must be paid at the time of enrolment with the first instalment.

For example, if the course is for 10 months and the tuition fee is £700 and the other associated costs are £40, the instalment fee will be £210 + £40 initial payment, then a monthly payment of £81.66 over six months. If a learner wants to pay it off earlier, that can be adjusted at enrolment.

The first instalment must be paid prior to the course commencing. The six remaining payments must be paid over the next six consecutive months. The final payment must be made before the end of the course.



Learners cannot attend the course until the first payment has been received, including any of the additional costs are paid in full.

If learners leave the course early or do not complete they will still be required to pay the fees in full and must be made aware of this at the time of enrolment.

Fully completing the enrolment form is the contract to confirm acceptance of the payment plan.

Learners cannot pay for classes on a weekly basis. If the learner joins a class late they will still pay the full course fee. For some courses there will be specialist resources required with the costs being paid directly to the teacher.

Refunds

A full refund of course fees paid will only be made if the Service is unable to provide the course.

Pro Rata refund of fees may be claimed for: (a) temporary cancellation of classes for more than two meetings, where the revised arrangements for future meetings are not satisfactory to the student (b) permanent withdrawal from a course by a learner due solely to a long-term newly diagnosed medical condition which prevents attendance on the course (c) extenuating personal circumstance at the discretion of the Curriculum Manager

Other refund requests will only be granted in exceptional circumstances. All requests for refunds should be put in writing to the relevant Curriculum Manager.

Examination entry fees are non-refundable once paid to the awarding organisation unless that organisation offers a refund and the Service has received the refund.

Refunds for original payments made by credit/debit card must be refunded onto the original card. As card details are not stored, the cardholder will be required to present the card or card details again before the refund can be processed.

When a class has to be closed due to bad weather every effort will be made to ensure that an additional class is provided in lieu as follows:

- An extra session may be added on to the end of the course
- An extra half hour may be added onto the remaining weeks of the course, up to the number of hours missed – e.g. for a 2 hour course an extra half hour could be added to the last 4 sessions.

Refunds for other reasons are not generally given, but if a refund is granted **there will be an administration charge of £25.00.**

Absence

The Adult Learning and Skills Service will automatically withdraw a learner from a course because of non-attendance or non-participation of any element of their agreed learning plan after two consecutive weeks/sessions of absence from planned sessions of their course. If a learner knows of a reason why they are going to be absent for more than two weeks, they must send information to their teacher explaining why they are going to be absent, and the timeframe of this absence. The Adult Learning and Skills Service reserves the right to withdraw the learner after a two week absence if we are not satisfied that the learner is going to genuinely return to their programme of learning and to invoice for any outstanding fees.



*Please refer to Learner Attendance and Absence Policy

Learners who fail to attend the exam without notice may be charged for subsequent exams or refused entry onto other courses.

Learner Support Fund

Additional support and access to funds may also be available if you cannot meet the cost of your course. Funding is limited and we cannot guarantee its availability, but if awarded can be put towards your registration fees, professional membership fees and exam fees, travel, books or childcare. Funding must be applied for before you start the course, to apply you will need to have an interview with a Learner Engagement Officer who will provide you with further information and help you to complete an application form. This funding is only available to those wishing to attend an accredited course. You may be able to claim assistance to pay the course fees to help you start or stay in learning.

Additional Learning Support

Adult Learning and Skills Service offers a range of additional support for learners to be able to start and stay in learning, these can be assessed following a discussion with your course teacher and / or a Learning Engagement Officer.

Non-eligible learners

The Adult Learning and Skills Service does not ordinarily enrol learners onto **any** course where they do not meet the Education and Skills Funding Agency eligibility criteria, however a request can be made through relevant Curriculum Manager and if suitable a fee will be applied based on individual circumstances and the course applied for. If approved this will have a fee based on the full cost of the provision with no option for an instalment plan.

Residents of some postcodes which are part of a Devolved Authority area are not eligible for funded programmes in the North Yorkshire County, please seek the advice of the Adult Learning and Skills Service to discuss.

You can check your post code by using the following link:

<https://www.gov.uk/government/publications/adult-education-budget-aeb-postcode-files>

Bespoke training for employers or at the request of external organisations

The Adult Learning and Skills Service can offer bespoke training to meet the needs of Employers or external organisations, (E&OE) these can be discussed on an individual basis and will be costed by applying the formulas in the Full Cost Calculator.

The Adult Learning and Skills Service reserves the right to amend a course fee, alter dates times even if it has been advertised previously. We exercised the right to amend if an error has been made, or if there are changes to funding rules, the type of provision, minimum numbers or costs. (E&OE)

All learners are informed at enrolment and through the prospectus that their learning is by Education Skills Funding Agency co-financing arrangement.



Subcontractor Fees and Charges Policy 2024/25

Sub-Contracting Declaration

The Adult Learning and Skills Service receives a separate funding grant to deliver High Needs Study Programmes (HNSP) to young people who have an Education, Health and Care Plan (EHCP) to support the local offer.

The HNSP is individual to the young person and as such, there may be a number of bespoke requests. This would make it unrealistic for the Service to offer all of the provision in-house. It is likely to be cost ineffective in terms of the cost of acquiring all the necessary equipment and facilities to meet the needs of the individuals.

The High Needs Study Programme is provided in-house by the Adult Learning and Skills Service through the Personalised Learning College (PLC). However, an Approved Provider List (APL) relates to more specific specialist aspects of the High Needs Delivery (HND) which ALSS cannot meet internally. For example, provision of equine management or farming skills, work experience.

In line with North Yorkshire Council procurement rules our subcontracting is undertaken through the YOR-Tender and NYC procurement rules and procedures which ensures a robust due diligence procedure and ensures compliance with the ESFA subcontracting rules and guidelines. The subcontracting arrangements are also published on the Gov.uk website.

Payments are made to each subcontractor in accordance with NYCC financial procedures and the service level agreement and contract.

Currently we subcontract with the following organisations and we passport our funding to them and report to the ESFA on activity, we hold back a percentage per learner as a management fee (pro rata up to a maximum of 20%) to cover the supervision of the subcontracting which includes quality assurance processes for example including specialist careers advice, observation of teaching and learning, delivery of CPD activities and other bespoke support to the organisation to ensure the highest quality of learning delivery is made available, demonstrating value for money and a positive impact on learner lives.

Organisation Name	UKPRN
The Blueberry Academy Limited	10020954
Disability Action Yorkshire	10026987
Veloheads Community Interest Company	10084889
Harrogate Skills4Living Centre	10040919
Supporting Choice Limited	10087225



Pound Plus Policy 2024/25

What is Pound Plus?

The purpose of Community Learning is to develop the skills, confidence, motivation and resilience of adults of different ages and backgrounds in order to:

- progress towards formal learning or employment and/or
- improve their health and well-being, including mental health and/or
- develop stronger communities

Community Learning Courses fall under the following four strands:

- Personal and Community Development Learning - learning for personal and community development, cultural enrichment, intellectual or creative stimulation and for enjoyment (in most cases not leading to a formal qualification)
- Family English, Maths and Language - learning to improve the English language and maths skills of parents, carers or guardians and their ability to help their children
- Wider Family Learning - learning to help different generations of family members to learn together how to support their children's learning
- Neighbourhood Learning in Deprived Communities - supports local Voluntary and other third sector organisations to develop their capacity to deliver learning opportunities for the residents of disadvantaged neighbourhoods

Pound plus

Pound Plus is a term used by the Education and Skills Funding Agency to describe and represent additional income generated by providers of adult education over and above the core funding. It is anything else we can do to generate additional income, such as fee income or funding in kind, e.g. free venues. In generating additional income it allows us to maximise the value of public investment and is used to increase the offer we can provide to our communities and residents in North Yorkshire. Any Pound Plus fee income is used for the people who most at need, and can least afford, community learning provision.

What we do

In order to receive this money, we must ensure that public funding is focused on people who need it most, those least likely to participate in learning. We therefore collect fees from people who can afford to pay, unless otherwise prescribed by the ESFA, and use these to extend provision to those who cannot.

North Yorkshire Council (NYC) Adult Learning and Skills Service (ALSS) adds value to the Adult Education Budget by working closely with partners. In doing so this reduces costs by sharing resources and attracting in kind funding to widen the offer available to disadvantaged learners who otherwise may not be able to afford course fees. We have a differentiated fees policy in place, which includes a mix of fee-paying public courses and free targeted provision.

The main contributors of Pound Plus in NYC ALSS include:

- Appropriate fee income (those who can afford to pay and reinvests this by providing access to courses free of charge to those who cannot)



- Provide a fee structure which is competitively priced, ranging from workshops and other community learning courses with concessionary fees available
- To work collaboratively with other providers in the County
- Curriculum efficiency – avoiding duplicate provision
- Curriculum planning – to ensure the course offer meets both the government priorities and the needs of the local communities
- Curriculum offer that is open to all adults in North Yorkshire
- The offer of progression opportunities leading to increased participation through to other funding streams including accredited courses
- Access to venues at no or reduced costs
- The use of volunteers to support learning
- The use of shared resources
- Partnership working and offering a bespoke curriculum to their client groups
- Access to other funding sources or equipment

Partnerships

Our community learning outreach provision mainly developed with and delivered to community organisations consists of bespoke and specific programmes designed to meet the particular needs of targeted groups of learners, usually the clients of organisation. The programme of learning activities are proposed in partnership with local community and voluntary organisations and schools. There is an expectation that ALSS funding is a contribution to overall costs of delivery and that partners will add value by contributing in kind (such as offering free venue or expertise) or through cost savings (such as recruiting and supporting learners). There is an expectation that the provision will in turn reduce costs to other services for example, interventions to improve health and wellbeing to keep people mentally healthy and fit will reduce visits to GPs, through reducing rural and social isolation (which is a major cost to services). The ongoing partnerships with DWP Job Centre Plus aim to reduce costs to local government through a structure that helps unemployed people get back into work.

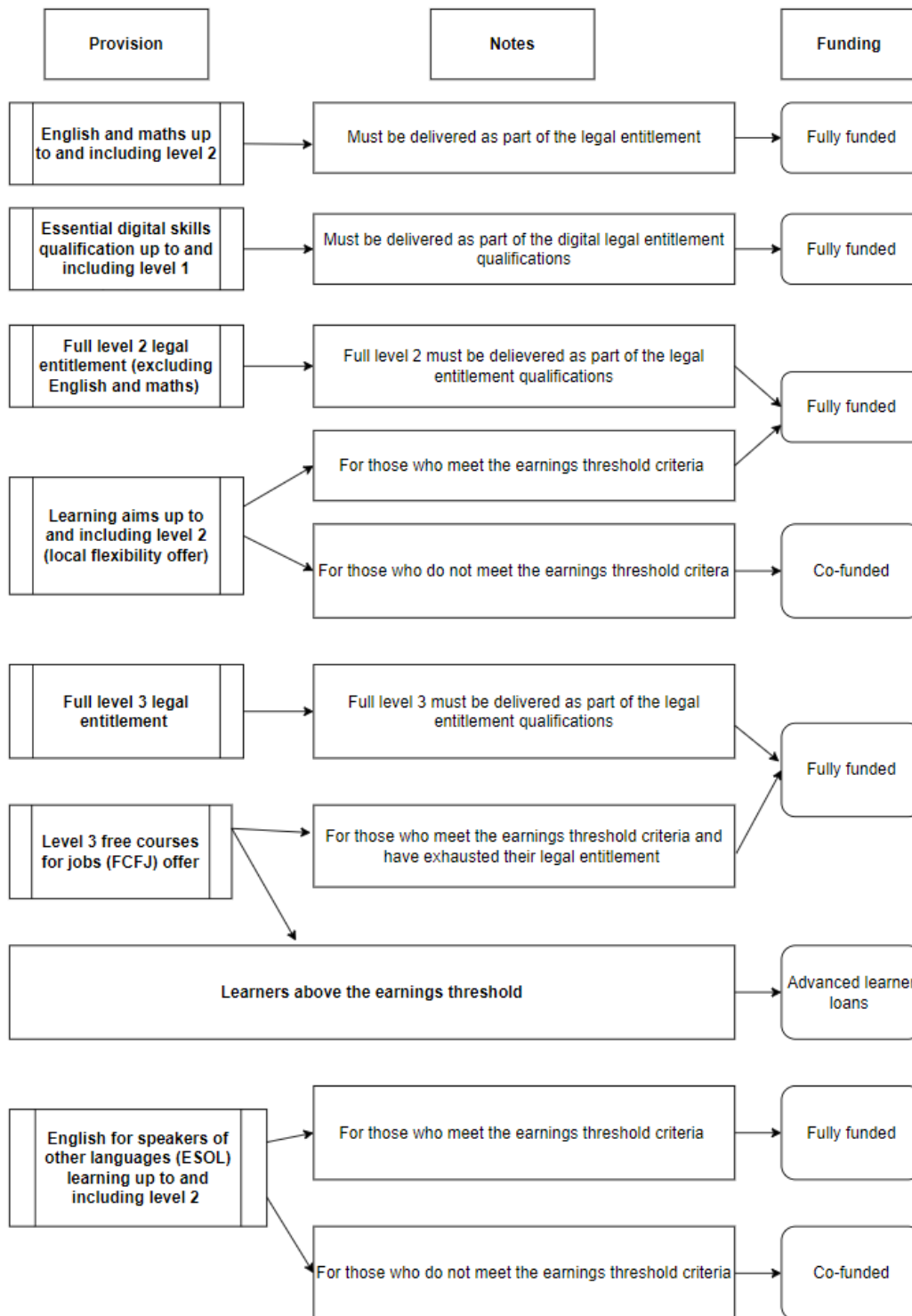
Monitoring

ALSS undertake regular reviews of provision and take feedback from partners and communities to widen participation. We monitor through our quality processes and self-assessment process.

Appendix A



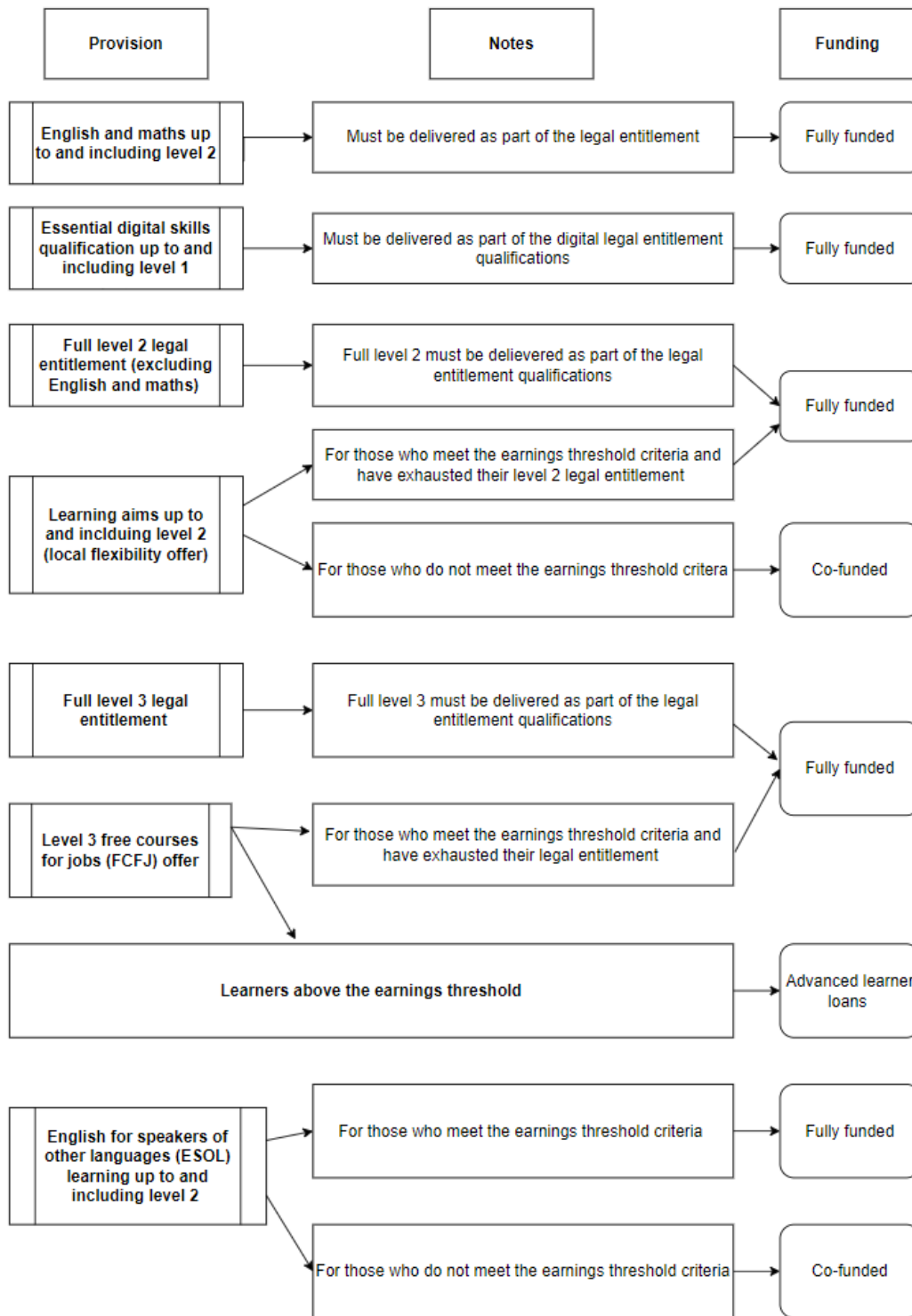
Chart 1: 19 to 23-year-olds



Appendix B



Chart 2: 24+



tion
id information in the white columns all shaded columns have calculations (do not change any calculations in the shaded columns)
Company/organisation name
Title of programme
Course type - Accredited or Non Accredited
Grade J hourly rate (top of scale April 2020)
*** 45 minutes for every hour of teaching Accredited and *30 minutes for non accredited learning**
Total hourly rate
Pension contribution added
NI contribution added
Total of the salary rate per hour of teaching
Enter how many hours for delivery
This column will give the total salary costs for the length (GLH) of the course
Room rate to be applied to the costs if charged (if for example it is a NYCC classroom, add £20 per hour) If it is on employer premises then zero costs
This column will give the total room rate for the course/session
Add total number of learners using ICT
For the use of NYCC ICT resources there is a charge of £5 per head per hour
Total ICT charges if applied (£5 per head x number of learners x GLH)
Add learner numbers
Add miles travel for teacher if claiming travel (42p per mile)
Add time for travel for teacher if claiming travel (£22.64 X travel time)
At least £10 per head minimum charge for resources but if there are books etc add the specific charge for those items.
Total costs of all charges before 20% Mgmt charge
Add a 20% management and admin fee to total costs
Total charges to organisation/employer for courses for a non accredited course
Blank column
Add the accreditation, registration and certification costs
Add 20% further costs for all accreditation on costs eg standardisation and admin
Postage for certificates (3.50 per learner)
This column will give the total accreditation costs
Total charges to organisation/employer for courses with accreditation

These learners will not be reported to the ESFA or in scope of Ofsted
There can be no costs to the service the fee must cover charges
No minimum/maximum learner numbers but salary costs remain the same

Course Title	Course type (accredited or non accredited)	Hourly teaching rate Top of Grade I (Was Band 10)	*.75 or *.5	Total	Pension @22.6%	NI @ 13.8%	Total Hourly Salary Rate	Enter GLH	Total Salary	Enter Room Hire Charge Per Hour	Total Room Hire	Number of ICT users (learner numbers)	Equipment charge £5 per hour per head if using NYCC ICT	Total Equipment	Enter Number of learners	Teacher Travel Costs (miles travel X 42p per mile)	Teacher £32.00 per hour for travel time (base salary rate without .75 uplift but with on costs)	Resources (books, handouts, etc.) £10 per head Unless known	Total cost before 20% Mgmt fee	Management Fee 20% contribution	Total charge to organisation without accreditation	Accreditation fee per learner	Accreditation on costs 20%	Postage and Admin £3.50 per learner	Total Accreditation Fee	Total Cost to organisation with Accreditation
ICT	Non Accredited						£55.50	20	£1,110.00	£20.00	£400.00	10	£5.00	£1,000.00	10	£1.26	£85.20	£100.00	£2,696.46	£539.29	£3,235.75	£0.00	£0.00	£0.00	£0.00	£3,235.75
Accounting	Accredited						£48.00	10	£480.00	£0.00	£0.00	6	£5.00	£300.00	6	£0.00	£0.00	£60.00	£840.00	£168.00	£1,008.00	£400.00	£80.00	£21.00	£480.00	£1,488.00
							£0.00		£0.00		£0.00		£5.00	£0.00				£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
							£0.00		£0.00		£0.00		£5.00	£0.00				£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
							£0.00		£0.00		£0.00		£5.00	£0.00				£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
							£0.00		£0.00		£0.00		£5.00	£0.00				£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

£0.00



Initial equality impact assessment screening form			
This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.			
Directorate	CYPS		
Service area	Adult Learning and Skills		
Proposal being screened	Fees and Charging Policy		
Officer(s) carrying out screening	Paul Cliff		
What are you proposing to do?	Publish new policy and increase fees by 6% for those eligible		
Why are you proposing this? What are the desired outcomes?	Contractual requirement with increase in line with wider council policy		
Does the proposal involve a significant commitment or removal of resources? Please give details.	No		
Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYCC's additional agreed characteristics			
As part of this assessment, please consider the following questions:			
<ul style="list-style-type: none"> To what extent is this service used by particular groups of people with protected characteristics? Does the proposal relate to functions that previous consultation has identified as important? Do different groups have different needs or experiences in the area the proposal relates to? 			
If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your Equality rep for advice if you are in any doubt.			
Protected characteristic	Potential for adverse impact		Don't know/No info available
	Yes	No	
Age		✓	
Disability		✓	
Sex		✓	
Race		✓	
Sexual orientation		✓	
Gender reassignment		✓	
Religion or belief		✓	
Pregnancy or maternity		✓	
Marriage or civil partnership		✓	
People in rural areas		✓	
People on a low income		✓	
Carer (unpaid family or friend)		✓	
Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.	Policy change is a contractual requirement based on national rule changes, fee charges only impact the small proportion of individuals who are eligible for fees		
Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	No Impact on how organisations operate as in line with national policy		

Decision (Please tick one option)	EIA not relevant or proportionate:	✓?	Continue to full EIA:	
Reason for decision	Changes have minimal impacts			
Signed (Assistant Director or equivalent)				
Date				

Initial Climate Change Impact Assessment (Form created August 2021)

The intention of this document is to help the council to gain an initial understanding of the impact of a project or decision on the environment. This document should be completed in consultation with the supporting guidance. Dependent on this initial assessment you may need to go on to complete a full Climate Change Impact Assessment. The final document will be published as part of the decision-making process.

If you have any additional queries, which are not covered by the guidance please email climatechange@northyorks.gov.uk

Title of proposal	ALSS Fees and Charging Policy 2024 - 2025
Brief description of proposal	<p>The Adult Learning and Skills Engagement strategy details a changing curriculum offer that is designed to meet a number of competing challenges and priorities. Funding for this provision is largely provided by the Education and Skills Funding Agency and as such is bound by clear funding rules that are published on an annual basis and that reflect key priorities for adult education. These rules make clear stipulations on the types of programmes and types of learners that can receive full partial funding.</p> <p>Due to increasing inflationary pressures for the small number of learners who are required to pay fees, (total collected in 23/24 was £421) we are proposing a competitive increase in fee amounts of 6%</p>
Directorate	CYPS
Service area	ALSS
Lead officer	Paul Cliff
Names and roles of other people involved in carrying out the impact assessment	None

The chart below contains the main environmental factors to consider in your initial assessment – choose the appropriate option from the drop-down list for each one.

Remember to think about the following;

- Travel
- Construction
- Data storage
- Use of buildings
- Change of land use
- Opportunities for recycling and reuse

Environmental factor to consider	For the county council	For the county	Overall
Greenhouse gas emissions	No effect on emissions	No Effect on emissions	No effect on emissions
Waste	No effect on waste	No effect on waste	Choose an item.
Water use	No effect on water usage	No effect on water usage	No effect on water usage
Pollution (air, land, water, noise, light)	No effect on pollution	No effect on pollution	No effect on pollution
Resilience to adverse weather/climate events (flooding, drought etc)	No effect on resilience	No effect on resilience	No effect on resilience
Ecological effects (biodiversity, loss of habitat etc)	No effect on ecology	No effect on ecology	Choose an item.
Heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape

If any of these factors are likely to result in a negative or positive environmental impact then a full climate change impact assessment will be required. It is important that we capture information about both positive and negative impacts to aid the council in calculating its carbon footprint and environmental impact.

ivi	Full CCIA not relevant or proportionate:	✓	Continue to full CCIA:	
Reason for decision	Policy is not linked to increased or decreased activity			
Signed (Assistant Director or equivalent)				
Date				