

North Yorkshire Council Adult Learning and Skills Service

Fees and Charges Policy 2026/27

This information is published and used in conjunction with the **York and North Yorkshire Combined Authority (YNYCA)**– Adult Skills Fund (ASF). Funding & Performance Management Rules 2026 – 2027 (1 August 2026 to 31 July 2027). As published on 24.4.26

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

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

YNYCA 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 YNYCA 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 2026 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

York and North Yorkshire Combined Authority (YNYCA) 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 £25,750 annual gross salary (*subject to confirmation for 26/27 academic year*)

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 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 **York and North Yorkshire Combined Authority (YNYCA)** 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

For all qualification types (with the exception of Functional maths and English and Digital Skills) where there is an examination fee any retakes 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 learner's 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) is 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 2026 to 2027 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 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 [2026-27 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 **York and North Yorkshire Combined Authority (YNYCA)** 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 £25,750** the cost of a course is **free**.

If your income is **less than £25,750** the cost of the course is **free**

If you are **in employment and earning over £25,750 or not seeking work** the cost of a course is **£6.40** 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 are run in many schools in the UK. They 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**.

Family Learning provision is funded through tailored learning.

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 is to help you 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 of the 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 Head.

Other refund requests will only be granted in exceptional circumstances.

All requests for refunds should be put in writing to the relevant Curriculum Head.

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 must 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

The Adult Learning and Skills Service offer 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 Department for Education eligibility criteria, however a request can be made through relevant Curriculum Head 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, 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 exercise 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 Department for Education co-financing arrangement.

Subcontractor Fees and Charges Policy 2026/27

Sub-Contracting Declaration

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

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 the provision in-house. It is likely to be cost ineffective in terms of the cost of acquiring all the necessary equipment, skills 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, Personalised Learning College. However, the Approved Provider List (APL) relates to more specific specialist aspects of the High Needs Delivery (HND) which the Service cannot meet internally. For example, provision of equine management or farming skills, vocational programmes such as carpentry or plumbing and work experience.

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

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

Currently we subcontract with the following organisations and we passport our funding to them for the individual learner and report to the DFE 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
Veloheads Community Interest Company	10084889
Harrogate Skills4Living Centre	10040919
Supporting Choice Limited	10087225
Tang Hall Smart	10052857

Partnerships

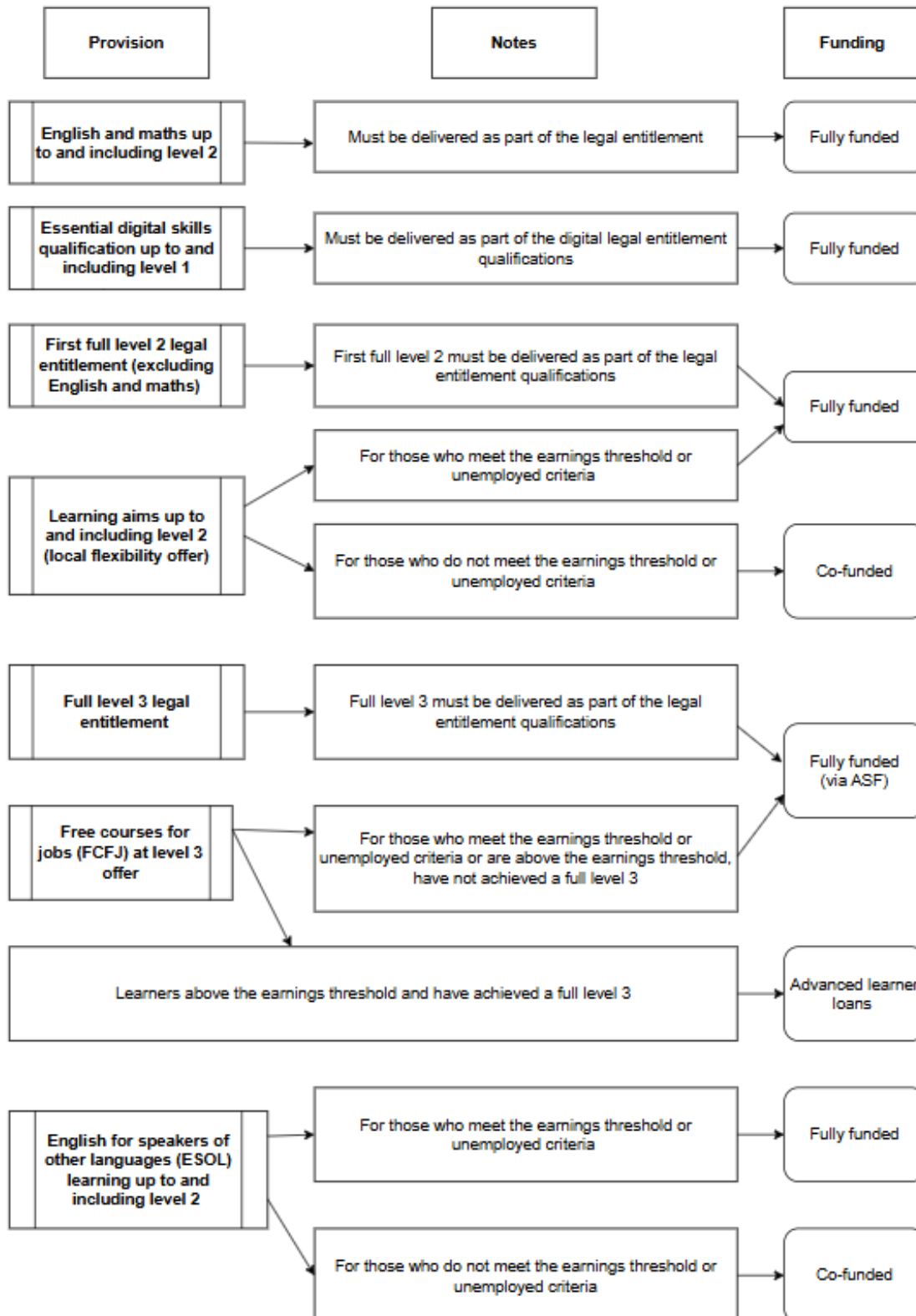
Our community learning outreach provision mainly developed with and delivered to community organisations consists of bespoke and specific programmes designed to meet the particular needs of targeted groups of learners, usually the clients of organisation. The programme of learning activities are proposed 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+

