

Employment and Skills Fees, Charges & Refund Policy 2022-23



North Tyneside Council

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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*

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.

You may be entitled to a discounted or free course as part of the flexibilities offered by the North of Tyne Combined Authority, please ask on enrolment

The following NTCA/ESFA funding table has been used to determine our policy for 22/23

Provision	19 to 23-year-olds	Notes
English and maths for those aged 19 and over , up to and including level 2	Fully funded	Must be delivered as part of the legal entitlement qualifications
Essential Digital Skills Qualifications up to and including level 1	Fully funded	Must be delivered as part of the digital legal entitlement qualifications list
First full level 2 (excluding English and maths and Digital)	Fully funded	First full level 2 must be delivered as part of the legal entitlement qualifications. Level 2 provision from the local flexibility offer will not be funded for 19 to 23 year olds who do not have a first full Level 2 refer to the ' local flexibility and legal entitlements ' section
Learning aims to progress to a full level 2 – up to and including level 1	Fully funded	Must be delivered as entry or level one provision from local flexibility
Level 3 legal entitlement (learners first full level 3)	Fully funded	First full level 3 must be delivered as part of the legal entitlement qualifications
Level 3 free courses for jobs offer	Fully funded	Learners without a full level 3 or above can access a qualification on the level 3 adult offer qualification list. Learners who already hold a level 3 or higher and meet the definition of unemployed or who are in receipt of low wage
Level 3 Advanced Learner Loan	Loan funded	A learner has already achieved a full level 3 Advanced learner loans funding rules

Provision	19 to 23-year-olds	Notes
Traineeship (16 to 24-year olds) (section 3)	Fully funded	16- to 18-year-old learners must be eligible under the ESFA's young people's residency requirements . Excludes flexible element where funding depends on age and level. Note this offer goes up to 24 years olds
English for speakers of other languages (ESOL) learning up to and including level 2	Fully funded	For those eligible through unemployed or who are in receipt of a low wage
English for speakers of other languages (ESOL) learning up to and including level 2	Co-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
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)	Fully funded	For those eligible through unemployed or who are in receipt of a low wage
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)	Co-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

Government contribution table 2: 24+

The level of government contribution for ESFA funded AEB is as follows.

Provision	24+	Notes
English and maths for those aged 19 and over , up to and including level 2	Fully funded	Must be delivered as part of the legal entitlement qualifications list
Essential Digital Skills Qualifications up to and including level 1	Fully funded	Must be delivered as part of the legal entitlement qualifications list
Full level 2 (excluding English and maths)	Fully funded	For those eligible through unemployed or in receipt of a low wage
Full level 2 (excluding English and maths)	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of a low wage
Learning to progress to level 2 (Local flexibility and legal entitlements)	Fully funded	For those eligible for their first full level 2 through unemployed or in receipt of a low wage
Learning to progress to level 2	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of a low wage
Level 3 free courses for jobs offer	Fully funded	Learners without a full level 3 or above accessing a qualification on the level 3 adult offer qualifications list. Learners who already hold a level 3 or higher and meet the definition of unemployed or in receipt of a low wage

Provision	24+	Notes
Level 3 free courses for jobs offer	Loan funded	All 24+ learners who are not eligible for the level 3 adult offer must refer to the advanced learner loans funding rules
English for speakers of other languages (ESOL) learning up to and including level 2	Fully funded	For those eligible through unemployed or in receipt of a low wage
English for speakers of other languages (ESOL) learning up to and including level 2	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of a low wage
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)	Fully funded	For those eligible through unemployed or in receipt of a low wage
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	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of a low wage
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	Fully funded	For those eligible through unemployed or in receipt of a low wage
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	Co-funded	For those who do not meet the definition of unemployed or do not meet the eligibility criteria for learners in receipt of a low wage

1. Full Concession

- 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 £371 a month (£594 if a joint claim)
- In receipt of other *eligible state benefits and the training is directly relevant to their employment prospects and the local labour market needs
- 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 £19,305 or your hourly rate is less than £9.90 (evidence required))
- 19+ Studying Digital Skills as part of the legal entitlement
- Completing a Family Learning course
- NTCA Flexibility – you may be entitled to a discounted or free 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**

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.