

Academic years 2018-2020

Our vision is that residents from 16+ have access to high quality teaching, learning, assessment and individual support that will build confidence, provide a second chance and support employment, well-being and skills development. We will achieve this by working in partnership to remove barriers to learning and create opportunities that reflect our community needs along with the priorities of the Humber LEP and the York, North Yorkshire and East Riding LEP.

Pound Plus

In order to widen participation to Adult Learning for all residents it is important that we work hard to generate additional income and revenue, at a time of national austerity and a constrained public funding environment. 'Pound Plus' is the term we use to explain how we maximise the value of any public investment, from the Adult Education Budget, by generating additional income and revenue and through making cost efficiency savings to the way that we deliver our services.

We do this through the charging of course fees, from working with partners to secure venues at no or a reduced cost, through engaging with volunteers, through actively sourcing additional funding or grants and through ensuring that all of our operational systems are regularly reviewed to minimise waste and maximise efficiency.

Community Learning

All provision offered as Community Learning is delivered for the purpose of developing the skills, confidence, motivation and resilience of adults from different ages and backgrounds, in order to progress them towards formal learning or employment; improve their health and well-being, including mental health and/or develop stronger communities.

Our Community Learning provision is delivered under one of the four key strands: Personal and Community Development Learning (PCDL); Family English, Maths and Language (FEML); Wider Family Learning (WFL), Neighbourhood Learning in Deprived Communities (NLDC).

Fee Structure

The East Riding of Yorkshire Council is committed to a fair and transparent structure in respect of the charges made to learner. Fees set are in line with funding guidance and other relevant policies.

Our fee structure ensures that we remain competitive in the different markets in which we compete and provides a standard, cohesive approach across all funding streams.

A fee table is shown below

Category of Learner	Course Fee	Exam Fee	Resource Fees	Basis of Decision
19+ learners who are 'fully funded' ¹	Free	Free	All compulsory items are provided free of charge	ESFA Funding Rules
19+ learners who are co funded ²	Fee charged	Fee charged	Resource fees may be charged, however, learners suffering hardship or with a household income of under £21,850	ESFA Funding Rules, EES Strategic Plan, Market Forces, aligned to 50% of the ESFA unweighted funding rate
19+ learners on recognised family learning courses (FEML or WFL)	Free	n/a	All compulsory items are provided free of charge	ESFA Funding Rules / New Challenges, New Chances / EES Strategic Plan
19+ learners from recognised disadvantaged groups being supported through wider agency partnership work (NLDC)	Free	Free	All compulsory items are provided free of charge	ESFA Funding Rules / New Challenges, New Chances / EES Strategic Plan
16+ learners on a range of personal progression and employability programmes that attract non AEB ³ funding	Free	n/a	All items are provided free of charge	EES Strategic Plan / Appropriate programme funding rules
Advanced Learning Loans	Fee charged and eligible for funding with an adult learning loan	Included in loan fee	All compulsory resources are included in the fee charged. Optional activities will be charged.	ESFA Funding Rules, EES Strategic Plan and Market Forces
Apprenticeships – We are an employer provider only	No charge to the apprentice Employer charged through Levy	No charge	All items are provided free of charge	ESFA Funding Rules
Learners on unfunded courses ⁴	Fee charged in full	Fee charged in full	The pre course information will make it clear what resources will be provided as part of the fee paid and what learners will need to either bring or pay extra for	EES Strategic Plan and Market Value

Fees can be taken in the following ways:

- Debit or credit card at one of our four Adult Learning Centres
- On Line payment using a debit or credit card
- Cash can be paid at any Customer Service Centre with the receipt being brought to the Adult Learning Centre to confirm payment. We are unable to accept cash payments at the Adult Learning Centres

Instalments

- Courses that are 7 weeks or longer with a fee of £50 to £149 inclusive can be paid in two instalments. 50% at enrolment and 50% within 4 calendar weeks.
- Courses that are 7 weeks or longer with a fee of £150 or more can be paid in three instalments; this must be done on a Direct Debit Mandate. 1/3 of the fee will be taken at enrolment followed by two further payments taken by Direct Debit on the 23rd of the following months
- Instalments are payable even if a learner withdraws from the course

¹ Fully Funded learners as defined in the ESFA Funding Rules

² Co Funded a poportion of the course fee is funded and a portion paid by the learner

³ Adult Education Budget provided by the Education and Skills Funding Agency (ESFA)

⁴ Unfunded courses are those which do not attract any level of AEB funding

More information can be found at: <http://www2.eastriding.gov.uk/learning/employment-education-and-skills/help-with-learning-new-skills/how-much-courses-cost>

Information on financial help and additional support can be found at:

<http://www2.eastriding.gov.uk/learning/employment-education-and-skills/help-with-learning-new-skills/financial-help-and-additional-support/>

Refunds

We aim to deliver all advertised courses, however we reserve the right to cancel courses due to insufficient learner numbers in order to ensure financial viability. Learners will be contacted if the course is to be cancelled prior to the first session and full fees will be refunded.

If a learner decides to not attend a course or withdraw from it, refunds will only be issued if we are advised (in writing or by email) at least seven days before the start of the course.

Examinations

If you are studying for a qualification and fail your first exam you will be encouraged to resit the exam free of charge. If you require a further resit, this will be at the discretion of the Area Manager and an exam fee will be charged to fee-payers. Any further resits will be at the discretion of the Group Manager.

Further information can be found at: <http://www2.eastriding.gov.uk/learning/employment-education-and-skills/help-with-learning-new-skills/how-to-book/>

Review of Policy

This policy will be reviewed annually in line with the start of the new academic year. EES reserves the right to make changes to this at any time.