

**Policy Name:** **Course Fee Policy &  
Pound Plus for The Adult  
Learning Service**

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**Contact:** **Andy Mawby (andrew.mawby@suffolk.gov.uk)**

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Education & Skills  
Funding Agency



European Union  
European  
Social Fund

**Children and Young People's Services  
Directorate**

## 1. Introduction

Suffolk County Council Adult Learning Service is grant funded from the Education and Skills Funding Agency (ESFA) and in accordance with the conditions of this grant the service will:

- Maximise access to adult skills and community learning for adults.
- Focus public funding on people who are disadvantaged and least likely to participate.
- Collect fee income from people who can afford to pay and use where possible to extend provision to those who cannot.
- Recognise and monitor 'Pound Plus' income
- Provide a service that maximises value for money and maintains the high quality.

## 2. Pound Plus

Pound Plus refers to additional income generated by providers over and above core income from the ESFA's Adult Education Budget. It is a term used to describe how learning providers can show how they are maximising the value of public investment.

Suffolk County Council subcontracts 100% of delivery to locally based ACL providers and will monitor the effectiveness of Pound Plus as part of the Services Quality Assurance Framework to assess the following:

- Value of course fee income
- Value of increased income from external grants or other funding
- Added value of the use of volunteers
- Contributions in kind from the council and community partners
- The rationalisation, enhancement and re-focusing of the curriculum offer
- Value of using community buildings and or sharing premises
- Social impact of learning on the wider community such as health, wellbeing, and employability
- Other measurable indicators that are developed.

Suffolk County Council will evidence answers from the following questions:

- What other funding can we lever in?
- What resources in kind can we source?
- How can the Service grow the pound plus value through the next academic year?

Results will be recorded in the Self-Assessment Report 2020-2021.

This fees contributions policy applies to all learning provided by our main sub-contractor Realise Futures Learning and Development under all funding streams for learning starting on or after 1 August 2020. Other subcontractors follow this model.

Fee/Contribution Category	Learner Status	Fee/Contribution Payable
<b>Fee Banding Code: D Description and Example Learning Aims:</b> Get Ready for English, Maths and/or ESOL		
Full Cost #	All Learners	No fee
<b>Fee Banding Code: E Description and Example Learning Aims:</b> ESOL		
Fully Funded †	Learner receives Jobseeker's Allowance (JSA), (including NI credits only)	No course or accreditation fee, subject to evidence of salary where required. We also reserve the right to request evidence of benefits
	Learner receives Employment and Support Allowance (ESA)	
	Learner receives Universal Credit, and their take-home pay from employment (disregarding benefits) is less than: <ul style="list-style-type: none"> <li>£338 a month (learner is sole adult in their benefit claim) or</li> <li>£541 a month (learner has a joint benefit claim with their partner)</li> </ul>	
Fully Funded (provider discretion) †	Learner receives a relevant state benefit AND learner wants to be employed or progress into more sustainable employment AND the learning is directly relevant to their employment prospects AND learner's take-home pay from employment (disregarding benefits) is less than: <ul style="list-style-type: none"> <li>£338 a month (learner is sole adult in their benefit claim) or</li> <li>£541 a month (learner has a joint benefit claim with their partner)</li> </ul>	
Fully Funded (low wage) †	Learner is employed, or self-employed AND is eligible for co-funding AND earns less than £17,004.00 annual gross salary AND shows proof of their low wage	
Co-funded †	All other eligible learners, who do not meet the criteria for full funding above, including: Learner is working and earns above the threshold amounts listed above Learner is not working but is not claiming a relevant state benefit	
Full Cost #	Any learner not eligible for ESFA funding	£10 per hour plus any accreditation fee
<b>Fee Banding Code: G Description and Example Learning Aims:</b> English and Maths – accredited and non-accredited aims (not ESOL or Get Ready)		
Fully Funded †	Applies to any learner eligible for ESFA funding without a GCSE grade 4 (C) or higher in the relevant subject	No course or accreditation fee charged
Full Cost #	Any learner not eligible for ESFA funding	£10 per hour plus any accreditation fee

Fee/Contribution Category	Learner Status	Fee/Contribution Payable
<b>Fee Banding Code: H</b> <b>Description and Example Learning Aims:</b> Level 2 Awards in Food Safety, Health & Safety – Restricted Fully Funded and Full Cost only		
Fully Funded †	Learner receives Jobseeker's Allowance (JSA), (including NI credits only)	No course or accreditation fee, subject to evidence of salary where required. We also reserve the right to request evidence of benefits
	Learner receives Employment and Support Allowance (ESA)	
	Learner receives Universal Credit, and their take-home pay from employment (disregarding benefits) is less than: <ul style="list-style-type: none"> <li>£338 a month (learner is sole adult in their benefit claim) or</li> <li>£541 a month (learner has a joint benefit claim with their partner)</li> </ul>	
Full Cost #	Any learner not entitled to full funding	£10 per hour plus accreditation fee
<b>Fee Banding Code: J</b> <b>Description and Example Learning Aims:</b> Courses based on the EDSQ, including Computer Skills for Beginners – Get Going and Computer Skills for Beginners – Moving Ahead		
J coded courses include the Gateway Essential Digital Skills Qualification (EDSQ) at either E3 or L1. They may also include an NCFE Functional Skills qualification at E3.		
<u>Learners entitled to ESFA funding will not be charged for a J coded course.</u>		
<i>Learning Administrators: (If learner would be co-funded for the NCFE aim, their fee will automatically be waived.) Even though no fee will be charged, you must determine the correct fee category to apply to the NCFE aim for MIS purposes.</i>		
Fully Funded †	Essential Digital Skills Qualifications	No course or accreditation fee. We reserve the right to request evidence of benefits or earnings
	Learner receives Jobseeker's Allowance (JSA), (including NI credits only)	
	Learner receives Employment and Support Allowance (ESA)	
	Learner receives Universal Credit, and their take-home pay from employment (disregarding benefits) is less than: <ul style="list-style-type: none"> <li>£338 a month (learner is sole adult in their benefit claim) or</li> <li>£541 a month (learner has a joint benefit claim with their partner)</li> </ul>	
	Learner is 19-23 years old and does not yet have a full level 2 qualification	
Fully Funded (provider discretion) †	Learner receives a relevant state benefit AND learner wants to be employed or progress into more sustainable employment AND the learning is directly relevant to their employment prospects AND learner's take-home pay from employment (disregarding benefits) is less than: <ul style="list-style-type: none"> <li>£338 a month (learner is sole adult in their benefit claim) or</li> <li>£541 a month (learner has a joint benefit claim with their partner)</li> </ul>	No course or accreditation fee. We reserve the right to request evidence of benefits or earnings
Fully Funded (low wage) †	Learner is employed, or self-employed AND is eligible for co-funding AND earns less than £17,004.00 annual gross salary AND shows proof of their low wage	
Co-funded †	All other eligible learners, who do not meet the criteria for full funding above, including: Learner is working and earns above the threshold amounts listed above Learner is not working but is not claiming a relevant state benefit	No course or accreditation fee.
Full Cost #	Any learner not entitled to full funding	£10 per hour plus accreditation fee

Fee/Contribution Category	Learner Status	Fee/Contribution Payable
<b>Fee Banding Code: K Description and Example Learning Aims: All other ASF Funded Learning</b>		
Fully Funded †	Learner receives Jobseeker's Allowance (JSA), (including NI credits only)	
	Learner receives Employment and Support Allowance (ESA)	
	Learner receives Universal Credit, and their take-home pay from employment (disregarding benefits) is less than: <ul style="list-style-type: none"> <li>£338 a month (learner is sole adult in their benefit claim) or</li> <li>£541 a month (learner has a joint benefit claim with their partner)</li> </ul>	
	Learner is 19-23 years old and does not yet have a full level 2 qualification	
Fully Funded (provider discretion) †	Learner receives a relevant state benefit AND learner wants to be employed or progress into more sustainable employment AND the learning is directly relevant to their employment prospects AND learner's take-home pay from employment (disregarding benefits) is less than: <ul style="list-style-type: none"> <li>£338 a month (learner is sole adult in their benefit claim) or</li> <li>£541 a month (learner has a joint benefit claim with their partner)</li> </ul>	No course or accreditation fee, subject to evidence of salary where required. We also reserve the right to request evidence of benefits
Fully Funded (low wage) †	Learner is employed, or self-employed AND is eligible for co-funding AND earns less than £17,004.00 annual gross salary AND shows proof of their low wage	
Co-funded †	All other eligible learners, who do not meet the criteria for full funding above, including: Learner is working and earns above the threshold amounts listed above Learner is not working but is not claiming a relevant state benefit	
Full Cost #	Any learner not eligible for ESFA funding	£10 per hour plus any accreditation fee
<b>Fee Banding Code: L Description and Example Learning Aims: All other CLF Funded Learning</b>		
Not Applicable †	Learner receives Jobseeker's Allowance (JSA), (including NI credits only)	No course or accreditation fee, subject to evidence of salary where required. We also reserve the right to request evidence of benefits
	Learner receives Employment and Support Allowance (ESA)	
	Learner receives Universal Credit, Income Support, Child Tax Credit, Housing Benefit, Personal Independence Payment (replacing Disability Living Allowance), Carer's Allowance, Pension Credit, AND, if applicable, their take-home pay from employment (disregarding benefits) is less than: <ul style="list-style-type: none"> <li>£338 a month (learner is sole adult in their benefit claim) or</li> <li>£541 a month (learner has a joint benefit claim with their partner)</li> </ul>	
	Learner is 19-23 years old and does not yet have a full level 2 qualification	
	Learner is employed, or self employed AND earns less than £17,004.00 annual gross salary	
	All other eligible learners, including: Learner is working and earns above the threshold amounts listed above Learner is not working but is not claiming a relevant state benefit	
Full Cost #	Any learner not eligible for ESFA funding	£10 per hour plus any accreditation fee

<b>Fee Banding Code:</b> M	<b>Description and Example Learning Aims:</b> Costed Courses (no remissions) – Any learning aim which does not attract ESFA funding	
Full Cost #	All learners	Course fee set by Learning Manager specific to each course.

Please also refer to the explanatory notes set out below

## 2020-21 Course Fees Contribution Policy – Notes

**Eligibility:** Learners not eligible for ESFA funding will pay the full cost rate of £10 per hour + accreditation. Most individuals will be eligible for funding if they were born on or before 31 August 2001 AND a citizen of a country within the European Economic Area (EEA) or have settled status or the Right of Abode in the UK AND have been ordinarily resident in the EEA for at least the previous three years.

For further information and other eligibility criteria please see [Eligibility Guidance](#).

**Additional Learner Support Fund:** † indicates Discretionary Financial Learner Support may be available for courses over 4 hours.  
# indicates Discretionary Financial Learner Support not available.

**Instalments, Refunds, etc.:** Please refer to the [Payment Terms](#). All refunds and any non-standard instalment patterns must be agreed with the relevant Learning Manager.

**Relevant State Benefits:** Income Support, Child Tax Credit, Housing Benefit, Personal Independence Payment (replacing Disability Living Allowance), Carer's Allowance, Pension Credit.

**Full Level 2 Qualification:** A full level two qualification is deemed to be GCSEs in five subjects, each at grade C or above, or grade 4 or above, or equivalent. Some examples of equivalent qualifications include: 2 or 3 AS Levels, CSE Grade 1 (5 or more), 1 A Level, NVQ Level 2, GNVQ Intermediate, QCF Certificate Level 2 with 15 or more credits

**Evidence of Entitlement to Concessions:** For courses which carry a fee, learners may be asked to provide relevant evidence of their entitlement to a remission of that fee. The evidence required will be evidence of benefits such as a benefit award letter or universal credit statement or evidence of salary, such as a payslip or contract of employment. We do not require evidence where the learner has been placed to the course by their Job Centre Plus advisor unless proof of low wage is required.

**Accreditation Fees:** Each accredited course has an accreditation fee and this is detailed on Booking Live or can be provided by the Learning Manager.

**Clarification:** Learners may be working and on JSA. These learners may claim full funding.

### Partnership Working:

Targeted provision for those learners who are most disadvantaged in our target groups may be provided free of charge through partnership arrangements. This is at the discretion of the Learning Manager. The standard fee band will be applied to the course but fees are waived for all learners.

All other partnership arrangements will be agreed with the partner and will be charged to the partner through standard invoicing arrangements based on the above fees contribution policy, putting the emphasis on the partner to recruit suitable learners who pay them to cover their costs.

Partnership courses will be clearly flagged as not for public bookings.