



Policy Name: Adult Learning Service Subcontractors' Course Fee Information

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Education & Skills
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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.
- Provide a service that maximises value for money and maintains the high quality.

This policy applies to all learning provided by our main sub-contractor Realise Futures Learning Coaching and Advice service under all funding streams, for learning starting on or after 1st August 2024.

Green Light Trust, Inspire Suffolk and Ipswich Community Media and Learning do not charge for Tailored Learning delivered under their Suffolk Adult Learning Service contract. This is because they only target a cohort of learners that are all furthest from the labour market and qualify under ESFA guidance for non-fee payable learning.

Realise Futures is subcontracted by Suffolk County Council to deliver learning funded by the Education and Skills Funding Agency delivering learning funded directly by the learner or learner's employer and through a small number of other funds.

2. Age

Realise Futures courses are designed for adult learners. Learners must be born on or before 31 August 2005 to join one of their classes. Younger learners may attend learning delivered by Realise Futures through the family learning programme if they are a parent, carer or guardian.

3. Residency

To be entitled to Education and Skills Funding Agency part or full funding, learners must meet the residency requirements set out in the [Adult skills fund: funding rules for 2024 to 2025 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/123456/Adult_skills_fund_funding_rules_for_2024_to_2025_-_GOV.UK_(www.gov.uk).pdf). Any learners not meeting those requirements may still join Realise Futures classes but will need to pay the "full cost" fee for their learning.

Note that Realise Futures is funded to provide learning to the residents of Suffolk. Learners with a residential address in Cambridgeshire cannot be ESFA funded.

Learners living in the border area with Norfolk and Suffolk must be approved before enrolment.

4. Essential Skills Entitlement

Learners exercising their essential skills qualification entitlement will be fully funded for their learning and no fee will be charged. Courses covered within this entitlement are English, maths and certain digital courses and the course code will begin with the letter G or a J.

5. Courses Resulting in a Qualification (“Formula Funded”)

Courses which usually result in a qualification have a course code which begins with the letter E, H or K. In those cases:

Employed/self-employed learners

Learners who have earnings from employment or self-employment below £25,000 gross will be fully funded for their learning and no fee will be charged. Learners will be required to show evidence of their annual gross earnings. Some examples of the evidence which we will accept are listed in the “Evidence of Entitlement to Concessions” section of this policy.

Those with annual gross earnings of £25,000 and above will be partly funded by the Education and Skills Funding Agency and will need to pay the remainder of the fee for their course, known as the “co-funded fee”.

Learners without employment

Learners who do not have earnings from employment or self-employment will be fully funded if one of the following applies:

- They are in receipt of Job Seekers Allowance, Employment and Support Allowance or Universal Credit.
- They are in receipt of Income Support, Personal Independence Payments, Disability Living Allowance, Carer’s Allowance, Pension Credit, Child Tax Credit or Housing Benefit.
- They want to be employed and the learning they are taking is directly relevant to their employment prospects and the local labour market needs.

6. Courses Without a Qualification (“Tailored Learning”)

Courses which do not result in a qualification have a course code which begins with the letter L or P. In those cases:

Learning delivered in partnership

Realise Futures delivers a number of courses in partnership with a variety of local groups and other education/community organisations. These courses have the letter

P at the beginning of the course code. Learners will not be charged a fee for their learning.

Employed/self-employed learners

Learners who have earnings from employment or self-employment below £25,000 gross will be fully funded for their learning and no fee will be charged. Learners will be required to show evidence of their annual gross earnings. Some examples of the evidence which we will accept are listed at the end of this policy.

Those with annual gross earnings of £25,000 and above will be partly funded by the Education and Skills Funding Agency and will need to pay the remainder of the fee for their course, known as the “co-funded fee”.

Learners without employment

Learners who do not have earnings from employment or self-employment will be fully funded if one of the following applies:

- They are in receipt of Job Seekers Allowance, Employment and Support Allowance or Universal Credit.
- They are in receipt of Income Support, Personal Independence Payments, Disability Living Allowance, Carer’s Allowance, Pension Credit, Child Tax Credit or Housing Benefit.
- They are joining the course for one of the following reasons:
 - 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 well-being
 - Developing stronger communities

7. Evidence of Entitlement to Concessions

Employed/self-employed learners

All learners will be asked to provide evidence of their gross annual earnings. The following evidence will be accepted:

- Universal credit statement
- recent payslip (normally one, but we may ask to see more if the wage varies)
- letter from employer confirming annual gross salary
- offer letter/contract for a learner whose employment has started recently
- P60 if within 3 months
- letter from accountant showing profit before income tax

- annual statement of accounts
- self-assessment income tax return

This list is not exhaustive. If a learner cannot provide one of the above types of evidence, they should discuss alternative types of evidence with us.

Learners without employment

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. Realise Futures does 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.

8. Pricing Policy

Where fees are chargeable, a specific fee will be set for that course. Fees vary, and one of Realise Futures' team will be able to advise. As a broad rule of thumb, learners paying a co-funded rate will pay £4.50 per hour and those paying the full cost rate will pay £10 per hour. In either case, if the course is accredited an accreditation fee will also be charged.

9. Instalments, Refunds, etc.

Please refer to the Payment Terms document. All refunds and any non-standard instalment patterns must be agreed with the relevant Realise Futures 'Learning Manager.