

## **Apprenticeships Fees Policy 2017 - 2018**

**Effective from 1<sup>st</sup> May 2017**

Agreed

To be reviewed January 2018

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## **1. Scope and Purpose**

### **1.1 Purpose**

1.1.1 The purpose of this policy is to explain the process for employers to pay the employer's co-investment contribution when contracting apprenticeship training, the options that are available to make those payments and the sanctions that we apply should an employer default. It is the legal basis of the contract, between us (The College) and you (The Employer), for the payment of the employer co-investment. This will include employers who have access to an apprenticeship levy pot but who have exceeded the monetary value of that pot and are then required to make a co-investment payment in order to continue their apprenticeship training.

### **1.2 Scope**

1.2.1 How do we set our training & assessment prices? When we are setting these prices we set them so that:

- We comply with Government rules.
- Each fee is fair compared to other fees in The College.
- They are competitive compared to fees charged by other organisations.

We will agree a training cost with you before apprenticeship training commences, we will never increase the cost after the apprentice has enrolled with us.

1.2.2 Following approval by the Corporation, the Fees Policy will be communicated via the Director of MIS, the Director of Business & Partnerships and the Director of Student Services to all relevant staff involved with the enrolment and admissions and the provision of information, advice and guidance (IAG) to employers & apprentices. The policy shall be operated with effect from 1 May 2017 and refer to all training commencing from then until 31 July 2018.

1.2.3 The Apprenticeship Fees Policy will be available from the College website ([www.wiltshire.ac.uk](http://www.wiltshire.ac.uk)) under the Policies and Procedures section, or on request from the Business Development Team.

## **2. Accountability**

### **2.1 Accountability**

2.1.1 Responsibility lies with the Senior Management Team to ensure that the Fees Policy is adhered to. On a day to day basis the Training Consultant Team Leader and Student Services Officers will operate the policy in conjunction with the Director of Business & Partnerships and the Director of Finance or delegated manager.

## **3. Procedure**

### **3.1 Course Fees**

3.1.1 A training fee will be set for each course offered by the College. Fees for apprenticeships are made up of two elements. They are training costs and assessment costs.

3.1.2 A separate fee will apply for learners who fall outside of the Education and Skills Funding Agency home fee rules, and are classed as overseas students. The course fee will be set using the criteria described above in paragraph 1.2.1.

3.1.3 All course fees set will be valid for the period 1 May 2017 to 31 July 2018. Fees for apprentices starting their programme in subsequent years may fluctuate as a result of external influences.

### **3.2 Examinations and End Point Assessment**

3.2.1 The charge for any examinations or the End Point Assessment undertaken as part of the apprenticeship are included within either the training or assessment fee. This will include registration, entry and certification. It will not include professional body membership e.g. AAT, CIPD, which may need to be paid directly to the professional body by the learner.

3.2.2 The costs of retaking end point assessments are not included in the course fee & will be charged to the employer.

### **3.3 Payment of Fees**

3.3.1 Employers will agree within the Apprenticeship Contract the agreed fees and how and when fees will be paid.

3.3.2 Varying payment plans are available dependant on the apprentice training being contracted. These will be agreed the employer and the Business Consultant prior to the commencement of training.

### **3.4 Refunds and Fee Liability**

3.4.1 In the event of a course being cancelled prior to commencement by the College a full refund will be given.

3.4.2 If a learner withdraws during their apprenticeship training then the fee will be pro-rata to the length of time on programme. The employer would be liable for any fees still due. If the Employer has paid more than the pro-rata fee, they will be eligible for a refund of the difference less a £35 administration fee.

3.4.3 All refunds will be made at the discretion of the College.

3.4.4 Refunds will not be paid to an individual if their employer has paid the course fees.

3.4.5 Fees for Halls of Residence are refundable from the next full term following withdrawal less a £35 administration fee.

### **3.5 Apprenticeship Transfers**

3.5.1 In the event of the College agreeing to a student transferring between apprenticeship programmes, there will be no financial penalty but if the apprenticeship transferred onto has a higher training and/or assessment cost the employer must pay the difference.

### **3.6 Outstanding Debts**

3.6.1 Any employer who has outstanding debts for apprenticeship fees will be asked to settle their debt prior to enrolling further apprentices.

3.6.2 Debts related to accommodation may result in the apprentice being asked to leave college accommodation.

### **3.7 Linked Policies**

- Examinations Policy
- Admissions Policy

*It is intended that this policy is fair to all. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a legitimate aim.*