

Skills 365

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CHOOSE ICT LTD

(Trading as Skills 365)

Fees Statement

This is confirmation that Choose ICT Ltd, trading as Skills 365 and The Kickstart Gateway abides by Lincolnshire County Council's – ASFL – Learner Fees Policy 2023-24 Non Qualification Courses Final document or the most update version that has been released.

Fee paying provision

The Education & Skills Funding Agency (ESFA) through its Funding Rules requires Providers to seek fees from those who can afford to pay in order to ensure that the maximum amount of public funding can be focused on supporting and maximising the number of disadvantaged learners. For example, where appropriate, Providers could consider full cost recovery for repeat learners who register for similar courses over a period of several years.

To comply with the guidelines, and to support ESFA Policy Providers are required to collect fee income, where appropriate. Fee income collected is to be utilised, by the fee collecting Provider, to extend provision and widen participation, including funding learner support to remove barriers to participation (e.g. subsidise child care). Evidence will be collected on a termly basis. Failure to comply will result in fees collected by the Provider being forwarded to the Adult Skills & Family Learning Service for re-distribution in line with this principal.

Fees

Fees are based on an hourly rate. Fees are payable at the beginning of each course as part of the enrolment process.

Learners will be charged a fee for the learning they receive. There are three fee rates:

1. Full Fee
2. Reduced Fee
3. Fee Exempt

Fees can be charged up to £5.00 per guided learning hour (glh) (maximum) **

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****** The aim of the Fees Policy is to standardise the levying of fees for learning provision across the county in a way that is fair and transparent so that adults within Lincolnshire are treated equitably by each delivery partner within the Adult Skills & Family Learning Provider Network. However, it is recognised that there will be regional constraints and differing course content due to the needs of learners and the locality.

In order to ensure Providers are able to meet the needs of their community they have a certain amount of discretion when applying the Fees Policy. Providers can charge **up to** £5.00/hour for some Adult Skills provision. However, it is anticipated that some provision will be charged at a lower rate in order to meet the needs of the curriculum.

Provision in areas of deprivation/rural areas

In order to support learners in deprived/rural areas, targeted courses in these areas aimed at improving job prospects and learner confidence may be delivered **FREE** of charge. Areas in Lincolnshire that apply are detailed below.

Boston Fenside	Lincoln Boultham	Weston and Moulton
Boston Skirbeck	Lincoln Bracebridge	Bourne East
Boston Witham	Lincoln Carholme	Bourne West
Fishtoft	Lincoln Castle	Deeping St. James
Alford	Lincoln Glebe	Grantham Earlsfield
Chapel St. Leonards	Lincoln Hartsholme	Grantham Harrowby
Coningsby/Tattershall	Lincoln Minster	Grantham St. Annes
Horncastle	Lincoln Moorland	Grantham St. Johns
Ingoldmells	Lincoln Park	Grantham St. Wulframs
Mablethorpe	Bracebridge Heath and Waddington	Market and West Deeping
Scarborough	Heckington	Stamford All Saints
Seacroft	Heighington and Washingborough	Stamford St. Mary's
Skegness St. Clements	Ruskington	Gainsborough East
Skegness Winthorpe	Holbeach Town	Gainsborough North

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Trusthorpe	Long Sutton	Gainsborough South West
Wainfleet and Friskney	Pinchbeck	Spalding St. Pauls
Woodhall Spa	Lincoln Abbey	Spalding Wygate
Nettleham	Lincoln Birchwood	Sutton Bridge

Fee Exempt provision

These courses are paid for by central government funding through the Education & Skills Funding Agency (ESFA).
There are no fees and charges for these courses.

Courses specifically for learners with learning difficulties and/or disabilities (LLDD).

The Course Proposal must state that the course is LLDD and the course must be only eligible to learners who have a learning difficulty or disability.

Courses where the main learning aim is English (excluding ESOL) or maths

Digital Skills courses

Family English, maths and language courses

Wider/other Family Learning courses

Learners in receipt of the following income based state benefits are Fee Exempt:

- Active Benefits:
 - Job Seekers Allowance (JSA)
 - Employment and Support Allowance (ESA) in the Work Related Activity Group
 - Universal Credit
 - An offender released on a temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice
 - An Asylum Seeker in receipt of the equivalent of an income based state benefit
 - The unwaged dependant of an Asylum Seeker
 - An individual who is Economically Inactive because they are unable to claim income related state benefits

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- An individual who earns less than £20,319 annual gross salary, and on the assumption of a 37.5hr contract with paid statutory holiday entitlement
- To confirm learner eligibility Providers must:
 - see and keep supporting evidence in the learner file, for example, this could be a wage slip within 3-months of the learner's learning start date, or a current employment contract, which states gross month/annual wages
 - enter the ILR monitoring code (363) for every eligible learner they fully fund.

Providers may also use their discretion to fully fund other learners if both of the following apply: the learner:

- Receives other state benefits (not listed above) and their earned income (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner), and
- Wants to be employed or progress into more sustainable employment, and their earned income is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner), and the Provider is satisfied identified learning is directly relevant to their employment prospects and the local labour market needs.

Evidencing Fee Exemption

- To be eligible for fee exemption learners must provide appropriate written evidence. Providers should retain copies of the evidence and make them available for audit.
- Learner evidence which is inappropriate will result in the learner being charged a Full Fee rate.

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