



Derbyshire Adult Community Education Service

# **Curriculum Fee Guidance AY20/21**

**FINAL**

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The Service has a variable fee structure which includes the following:

## 1 Core fee structure for Classroom Programmes:

The core fee structure is used for the standard Education & Training (E&T) and Community Learning (CL) programmes and is based on an hourly rate which includes tuition costs and an element of costs associated with running of the course such as buildings and marketing. Fees are offered in three bands:

- **Band A:** Standard fee
- **Band B:** Fee for holders of the Derbyshire Gold Card
- **Band C:** In receipt of a listed benefit (please see 2.1 to 2.2 below for further details).

The final cost of a course is determined when the hourly rate is multiplied by the number of Guided Learning Hours per course and then rounded up or down to the nearest £1. Further details are available in [Appendix A](#).

## 2 Core Income-based Benefits:

A Full list of income-based benefits are found in [Appendix B](#).

### 2.1 Working Tax Credit

Learners in receipt of Working Tax Credit should be asked to produce the award notice<sup>1</sup>. On page one of the award notices will state the nature and amount of the award will be stated, it will also detail whether it is for Working Tax Credit. Only those learners in receipt of Working Tax Credit will be eligible for Band C.

### 2.2 Pension Credit<sup>2</sup>

Pension Credit replaced Minimum income Guarantee for people aged 60 and over. There are two elements of Pension Credit:

- Guarantee Credit, which provides a contribution to a guaranteed minimum income for those aged 60 and over
- Savings Credit, which may reward pensioners, aged 65 and over for modest income and savings they have in retirement.

The Pension Service will issue an award notice to people claiming Pension Credit which will show the amount of each element of the award under the section headed "Your Pension Credit". Category C Fee

Learners in receipt of *Guarantee Credit* (on its own or with Savings Credit) **will be** eligible for fee remission. Learners awarded *Savings Credit* only **will not be** eligible for fee remission unless they are in receipt of another means-tested benefit.

### 2.3 Universal Credit

Receiving Universal Credit [Universal Credit](#)<sup>3</sup> earn less than 16 times the National Minimum wage per week or £338 a month (individual claims) or £541 a month (household claims) and are determined by Jobcentre Plus (JCP) as being in one of the following groups<sup>4</sup>:

<sup>1</sup> People claiming these credits will be provided with an award notice on [form TC602](#), issued by the Inland Revenue.

<sup>2</sup> <https://www.gov.uk/pension-credit/overview>

<sup>3</sup> <https://www.gov.uk/universal-credit/overview>

<sup>4</sup> For further information please visit <https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/employment-and-support-allowance/while-youre-getting-esa/about-the-esa-groups/>

- All Work Related Requirements Group
- Work Preparation Group
- Work Focused Interview Group<sup>5</sup>.

## 2.4 Learners Aged 19 - 23 Legal Entitlement ([List of Eligible Qualifications](#))

The remission package for learners aged 19-23 who fall into the categories below includes. [Full fee remission on tuition fees and in some circumstances exam fees \(see Appendix C\)](#)

### ➤ Full Level 2/3 Entitlement Aged 19-23

Learner has not already achieved a **first** full level 2 or 3 qualification. (GCSE Grades A\* – C or equivalent)

### ➤ Learning To Progress to L2

Learners with a prior attainment of less than level 2 and **need** an entry or level 1 qualification to progress to a full level 2.

### ➤ Repeat Full- level 2

Learners who have already achieved a FL2 and are **unemployed** and in receipt of JSA/ESA WRAG

### **Please note this does not include:**

- Level 3 Diploma in Children's Learning and Development (Early Years Educator) this must be loan funded
- Level 2 Certificate in Supporting Teaching and Learning in Schools (QCF)

## 2.5 [Learners in Receipt of Low Wage \(Vocational Qualifications only\)](#)<sup>6</sup>

**Learners who are employed and earn less than £17,004.00 per year are entitled to full fee remission.**

To confirm eligibility, learners must provide a wage slip or Universal Credit statement dated within **three months** of the learning start date, or current employment contract, which states gross monthly/annual wages.

## 3 [Learner living in a Mayoral Combined Authority \(MCA\) with a Devolution Deal](#)<sup>7</sup>

As part of the devolution deals, certain adult education functions, in the [Apprenticeships Skills, Children and Learning Act 2009](#), which are funded by the Adult Education Budget (AEB), have been transferred to 6 MCAs in relation to their respective areas by [legislative orders](#) made under the [Local Democracy, Economic Development and Construction Act 2009](#).

The Department for Education (DoE) will transfer the relevant part of the AEB participation budget to the MCAs and the Mayor of London to undertake the adult education functions. These arrangements are commonly described as 'AEB devolution' and apply from academic year 2019 to 2020; the MCAs and the Mayor of London (acting

<sup>5</sup> Further information available at <https://www.benefitsandwork.co.uk/employment-and-support-allowance/esa-glossary/1483-work-focused-interview>

<sup>6</sup> <https://www.gov.uk/government/news/continued-increased-flexibility-for-learners-in-receipt-of-low-wage-adult-education-budget-aeb-2019-to-2020>

<sup>7</sup> <https://www.gov.uk/guidance/adult-education-budget-aeb-devolution>

where appropriate through the Greater London Authority (GLA)) are referred to here as 'the devolved authorities'.

The Council can only spend its ESFA funded AEB allocation for AY20/21 as follows:

- Adult skills, learner support and non-formula funded community learning on learners **outside of a devolved area only**;
- 19-24 traineeships on learners from across England;
- Continuing learner funding on learners from across England.

These changes do not currently affect the use of the funding that the Council receives for loans eligible Level 3 and above; 14-19 provision and apprenticeship activity.

The AEB devolved authorities can be found in [Appendix D](#). It is the provider's responsibility to ensure that learner postcode information is accurate and up to date at the point of enrolment, as this may affect funding eligibility

For AY20/21 all learners, including all those learners living in a Mayoral Combined Authority (MCA) with a devolution deal, will be charged fees as set out in [Appendix A](#). The impact of this will be reviewed over the forthcoming academic year and ongoing options for this will be considered as part of a report to Cabinet on fees for the period AY21/22 to AY23/24 next year.

Learners who enrol onto Education and Training course in AY20/21 and live in a Mayoral Combined Authority (MCA) **cannot be used justify the viability of a course and be considered as part of minimum class sizes** as the Council will not be able to draw down funding for this. Any queries on this matter should be referred to the relevant Learning and Skills Manager.

#### 4. Apprenticeship Programmes<sup>8</sup>

The impact of the allowance means that fewer than 1.3% of UK employers, those with an annual pay bill of more than £3 million, are liable to pay the levy. Employers in England who pay the levy will be able to get out more than they pay in, through a 10% top-up to their online accounts.

Employers with a pay bill of less than £3 million a year will not need to pay the levy. At least 90% of non-levy paying employers' apprenticeship training and assessment costs in England will be paid for by the government. The government will ask these employers to make a 10% contribution to the cost, paid directly to the provider, and the government covers the rest. This cost will be spread over the lifetime of the apprenticeship

The government is offering additional support to organisations with fewer than 50 employees\* by paying 100% of training and assessment costs for their apprentices aged 16-18 and for those aged 19-24 formerly in care or with a local authority education, health and care plan. The government will also pay employers, no matter what size, £1,000 for each 16-18 year old apprentice they employ. In addition care leavers are entitled to a bursary payment of £1000

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<sup>8</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/601513/Employer\\_guide\\_to\\_apprenticeships.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/601513/Employer_guide_to_apprenticeships.pdf)

#### **4 Advanced Learning Loans 19+**

The Loan amount may range from a minimum of £300 up to the value of either the provider's fee or the funded rate set by the Education & Skills Funding Agency (whichever is lowest). For learners whose employer has agreed for them to attend these courses, the funding rate (and Loan) takes account of an assumed employer monetary contribution (50% minimum of the fully-funded<sup>9</sup> rate).

#### **5. Community Learning (CL) New or Priority Courses**

This fee structure is used to support for all non-vocational programmes that are defined as a priority within the Curriculum Strategy (e.g. Health Living, Financial Capability, Sustainability, etc.) or a new course not previously offered but is not part of the targeted Community Learning programme.

#### **6. Advanced or Continuing Community Learning Courses**

This fee structure is to be used for all non-vocational programmes that are not defined as a priority, an advanced progression for an existing course or a repeat course and falls outside of the Self-financing or Full-cost recovery programmes due to market conditions.

#### **7. Self-Financing<sup>10</sup> courses**

Fees are to be set on a course by course basis up to a maximum of £8.50 per hour dependant on market conditions and the nature of the courses. The courses are calculated and charged at an enhanced rate and take into account the direct costs of delivering the programme. Programmes can be organised for a commercial or non-commercial market but use of enhanced fees is subject to agreement by the Service Management Team.

#### **8. Full-Cost Recovery<sup>11</sup> Courses**

Fees are to be set on a course by course basis up to a maximum of £15.00 per hour dependant on market conditions and the nature of the courses. Programmes can be organised for a commercial market but agreement as to full cost fees is subject to agreement by the Service Management Team.

#### **9. Internal Programmes to Derbyshire County Council**

The service provides a number of courses for other departments within Derbyshire County Council. These are negotiated with each department at a level which ensures that the Service covers its direct costs and, where appropriate, a contribution to other costs such as marketing, administration and premises.

#### **10. Profit-Making Courses<sup>12</sup>**

Fees are to be set on a course by course basis with no maximum charge set as this will be dependent upon market conditions and the nature of the courses. Programmes will be organised for a commercial market but agreement as to fees set is subject to agreement by the Service Management Team (SMT).

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<sup>9</sup> The fully-funded rate is that stated on Learning Aim Reference Application (LARA). DACES may choose to charge less than the fully-funded rate.

<sup>10</sup> Income generated meets all direct costs (e.g. tutor materials, etc.) but not fixed costs.

<sup>11</sup> Income generated to recover all costs of delivery including contribution to fixed costs.

<sup>12</sup> Income generated to make a profit on all costs of delivery, including contribution to fixed costs, are recovered.

## 11. English for Speakers of Other Languages (ESOL)

Individuals who are eligible for funding are those who have “Indefinite leave to Remain/Enter” in the UK, recognised as asylum seekers. This will be free for individuals in receipt of work related benefits (JSA etc.) and fees charged at the Adult Skills Budget rates for all other eligible individuals. For individuals who are not eligible for funding the fees are at the rates for Advanced or Continuing Community Learning Courses (Band A).

## 12. Marketing Courses

When advertising vocational courses the cost of the examination will be included as a separate item to the cost of the course. The total cost of the course should be rounded down to the nearest £. Discounts of up to 10% on fees may be offered as an incentive to attract early bookings.

Incentives, such as “Buy One, Get One Free”, to attract new<sup>13</sup> learners or to address the Equality, Diversity & Inclusion targets are encouraged.

Such discounts or incentives will be recommended by the Marketing and Communications Group and approved by DACES Senior Management Team (SMT).

## 13 Enrolment:

Learners will be required to pay the required fee, or fees, when enrolling. Local arrangements for the paying of fees by instalment should be discussed with the appropriate centre at the time of booking and will be at the discretion of the Area Manager.

If a learner is claiming a reduction in fees they will be required to **provide proof of benefit and sign a self-declaration on enrolment.**

## 14 Exam Fees:

Learners will be expected to pay examination, accreditation or test fees at the beginning of their course. These fees will vary between different examining bodies and are therefore not included within tuition fees outlined within [Appendix A](#). These fees are also in addition to the registration fee.

Both internal and external candidates who wish only to re-sit a GCSE exam to improve their grade will be charged a flat fee of £90.

Exceptions to the payment of an examination, accreditation or Test Fees are found in [Appendix C](#) unless this is on the advice of Derbyshire Adult Community Education Service, exam, accreditation or test fees will not be refunded.

## 15 Refunds:

We make every effort to keep our prices as low as possible and therefore the service does not return payments to students who withdraw from a course, unless this is on the advice of Derbyshire Adult Community Education Service. However, consideration will be given to refunding course fees up to 14 days before the course start date for personal reasons. In these circumstances, a £10 administration charge may be levied.

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<sup>13</sup> New Learners are defined as individuals who have not been enrolled on a DACES Learning Programme during the last three full academic years.

Transfer between courses may be possible. However, unless this is on the advice of Derbyshire Adult Community Education Service, a £10 administration charge may be levied.

Our course fees are based on a minimum number of learners, therefore if we do not reach this level of participants the service may cancel a course or ask students to pay extra to enable the course to run. If we are unable to run a course under these, or other, circumstances the service will refund learner fees, or offer a free transfer to another suitable course.

Some learners have their tuition and other fees paid for by their employer; in the event of course cancellation by DACES fees will be refunded to the employer. Should the learner leave the learning programme, or the employ of the employer, prior to the scheduled end date, for whatever reason, then there is no entitlement for any refund to be made to any party.



**Appendix A: Maximum Chargeable Values for Classroom Programmes<sup>14</sup>**

<b>Education &amp; Training (E&amp;T, formerly Adult Skills Budget) Courses<sup>15</sup></b>	<b>BAND A</b>	<b>BAND B<sup>16</sup></b>	<b>BAND C<sup>17</sup></b>
Total Fee per Hour	<b>£3.80</b>	<b>N/A</b>	<b>£1.20</b>
<b><a href="#">Community Learning (CL) New or Priority Courses Including Digital Skills</a></b>	<b>BAND A</b>	<b>BAND B</b>	<b>BAND C</b>
Total Fee per Hour	<b>£4.90</b>	<b>£4.30</b>	<b>£1.50</b>
<b><a href="#">Advanced or Continuing CL Courses</a></b>	<b>BAND A</b>	<b>BAND B<sup>18</sup></b>	<b>BAND C<sup>19</sup></b>
Total Fee per Hour	<b>£7.00</b>	<b>£6.40</b>	<b>£3.50</b>
<b>Self-Financing<sup>20</sup> Courses</b>	<b>BAND A</b>	<b>BAND B</b>	<b>BAND C<sup>21</sup></b>
Total Fee per Hour	<b>£7.00</b>	<b>N/A</b>	<b>N/A</b>
<b>Full Cost Recovery<sup>22</sup> Courses</b>	<b>BAND A</b>	<b>BAND B</b>	<b>BAND C<sup>23</sup></b>
Total Fee per Hour	<b>£13.60</b>	<b>N/A</b>	<b>N/A</b>

<sup>14</sup> Based on an average class size of 10.00 learners and 72,000 annual guided-learning hours. These are **maximum chargeable values** and can be varied at the discretion of Service Management to reflect market and geographical conditions. Each fee band has been increased by Retail Price Index of 2.7% from January 2020.

<sup>15</sup> This includes Vocational Language and ICT Courses.

<sup>16</sup> No concession available

<sup>17</sup> In receipt of a listed benefit recognised by the Skills Funding Agency, **FREE – JSA/ESA (WRAG), Universal Credit and Low Wage;**

<sup>18</sup> Derbyshire Gold Card Holders, not in receipt of a listed benefit, 90% of standard fee.

<sup>19</sup> In receipt of a listed benefit, up to 50% of standard fee.

<sup>20</sup> Income generated meets all direct costs (e.g. tutor materials, etc.) but not fixed costs

<sup>21</sup> No concession applies but could be offered at the discretion of the Service Management Team subject to business case.

<sup>22</sup> Income generated to recover all costs of delivery including contribution to fixed costs.

<sup>23</sup> No concession applies but could be offered at the discretion of the Service Management Team subject to business case.

## Appendix B: Core Income-based Benefits

Category	Type	Notes
Council Tax Benefit	DCC	Category C Fee
Housing Benefit	DCC	Category C Fee
Working Tax Credit	DCC	Please refer to additional information 2.1 above - Category C Fee
Income Support	DCC	Category C Fee
Pension Credit	DCC	Please refer to additional information 2.2 above - Category C Fee
Unwaged dependants of those above	DCC	As defined by the Dept. for Work and Pensions - Category C Fee
Incapacity Benefit	DCC	For vocational courses only. Subject to conditions, learners can apply through the access fund. Category C Fee
Disability Living Allowance	DCC	For vocational courses only. Subject to conditions, learners can apply through the access fund. Category C Fee
Employment Support Allowance	DCC	Support Group (FREE Tuition Fees) Co-Funded on MIS For vocational qualifications
Jobseekers Allowance	ESFA	Including the partner where the claim is joint (FREE)
Employment Support Allowance	ESFA	Work Related Activity Group (FREE) For vocational qualifications
Unemployed, receiving Universal Credit and mandated to training.	ESFA	(FREE) For vocational qualifications
Learners aged 19 – 23 on the day they start taking their first full level 2 or 3 qualification	ESFA	Please refer to additional information 2.4 above <b>Exceptions do apply</b> See Link to <a href="#">eligible qualifications</a>
Learners aged 19-23 on the day they start who are enrolling onto an entry or level 1 qualification and need a step up to achieve a FL2	ESFA	(FREE) Please refer to additional information 2.4 above
Learners Aged 19 – 23 who have already achieved a FL2 and are unemployed	ESFA	(FREE) Claiming JSA/ESA WRAG Please refer to additional information 2.4
Learners in receipt of low wage	ESFA	(FREE) Learners who earn less than £17,004.00 annual gross income vocational qualifications only.
Learners of all ages who have not reached GCSE Level 4 or above in English and Maths taking a GCSE English and Maths Qualification.	ESFA	(FREE) Please note re-sits for learners who currently have Grades 9 - 4 will not be funded

## Appendix C: Exceptions to the core fee structure

EXCEPTIONS	FEES			EXAM FEE	REGISTRATION FEE
	Band A	Band B	Band C		
Skills for life	Free	Free	Free	Free	Free
English and maths GCSE	Free	Free	Free	Free for fee band C learners and those who have not reached GCSE level 4 or above.	Free for fee band C learners and those who have not reached GCSE level 4 or above.
Learners Aged 19 – 23 in categories outlined at 2.4	Free	Free	Free	Fee can be applied for through the <i>Learner Support Funds</i> .	Fee can be applied for through the <i>Learner Support Funds</i> .
Lip reading and sign language (All courses where it benefits the individual personally or a member of family)	Free	Free	Free	Free for band C students up to and including level 2 for the <u>first</u> qualification only.	Free for band C students up to and including level 2 for the <u>first</u> qualification only.
Family Literacy, Language and Numeracy. (FLLN) and wider family learning programmes (WFL) targeted in priority wards and for priority groups which is funded by the ESFA.	Free	Free	Free	Free	Free
Mature learners in full time education	Treat as fee band B			Payable for all bands.	Payable for all bands.
Learning partners (one fee per partnership)	Free	Free	Free	To pay unless qualifies for fee remission or one of the exceptions listed.	To pay unless qualifies for fee remission or one of the exceptions listed.
Learners referred by Health Service and are in receipt of a letter dated within the previous 12months. New	Band C	Band C	Band C	To pay unless qualifies for fee remission or one of the exceptions listed.	To pay unless qualifies for fee remission or one of the exceptions listed.

letter to be supplied each year.					
All 16 to 18 years enrolled on a vocational course <sup>24</sup> .	Free	Free	Free	Free	Free
<p>Learners 16 to 18 years enrolled on a non-vocational course.</p> <ul style="list-style-type: none"> <li>Where the course is outside the national curriculum and in their spare time.</li> <li>Where the course is not offered at school as part of their employment training.</li> <li>Where the young person has been excluded from school and can reasonably join an adult class.</li> <li>Where the young person wishes to undertake role education (e.g. Lip-reading)</li> <li>Where they are part of a family group on a family learning activity.</li> </ul>	<p>Treat as fee band C <b>(unless the non-vocational course is part of a Personalised Study programme then it would be FREE)</b></p>			N/A	Free
Family Learning (not funded by ESFA). Either short or day courses	Non Vocational rate appropriate to A, B and C rates.			N/A	To pay unless qualifies for fee remission or one of the exceptions listed.

<sup>24</sup> Under the funding changes implemented by the Education Funding Agency from September 2013, in response to the *Raising the Age of Participation*

## Appendix D: Mayoral (or AEB devolved) Combined Authorities



### Contact Details:

Organisations	Email address
Cambridge and Peterborough Combined Authority	<a href="mailto:AEBDevolution@cambridgeshirepeterborough-ca.gov.uk">AEBDevolution@cambridgeshirepeterborough-ca.gov.uk</a>
Greater London Authority	<a href="mailto:AEB@london.gov.uk">AEB@london.gov.uk</a>
Greater Manchester Combined Authority	<a href="mailto:GreaterManchesterAEB@greatermanchester-ca.gov.uk">GreaterManchesterAEB@greatermanchester-ca.gov.uk</a>
Liverpool City Region Combined Authority	<a href="mailto:AEB@liverpoolcityregion-ca.gov.uk">AEB@liverpoolcityregion-ca.gov.uk</a>
Tees Valley Combined Authority	<a href="mailto:AEB@teesvalley-ca.gov.uk">AEB@teesvalley-ca.gov.uk</a>
West Midlands Combined Authority	<a href="mailto:aeb.enquires@wmca.org.uk">aeb.enquires@wmca.org.uk</a>
West of England Combined Authority	<a href="mailto:adulthoodeducation@westofengland-ca.gov.uk">adulthoodeducation@westofengland-ca.gov.uk</a>

## Appendix E: Course Suffix Codes

Suffix	Fees per hour	Course Type	Funding Claimed	Budget Code <sup>25</sup>
<b>A</b>	FREE - £6.50 flat	Learning for Parents / Carers	ESFA - CL	CPSH X05
<b>B</b>	tbc	Apprenticeships	ESFA - E&T	CPSH 401
<b>C</b>	£6.85- £13.25 Flat	CL High Fee/Self-financing (day or weekend courses, up to 15 glh. expected to raise <u>at least</u> 145% of tutor cost.	ESFA - CL	CPSH X08
<b>D</b>	£6.85 Banded	CL Enhanced Rate – advanced, continuing or extended. Longer weekly courses.	ESFA - CL	CPSH X03
<b>E</b>	tbc	24+ loans	SLC	CPSH 402
<b>F</b>	£3.70 A banded	Classroom based - E&T Funded	ESFA - E&T	CPSH X02
<b>G</b>	FREE	Adult Targeted CL – locally agreed including lip reading (not mental health, ALDD, dementia)	ESFA - CL	CPSH X03
<b>H</b>	FREE	Heart of Derbyshire	ESFA - CL	CPSH <u>5</u> 01
<b>J</b>	FREE - £2	Mental health and dementia, excluding Bright Side (which is X)	ESFA - CL	CPSH X03
<b>K</b>	FREE	Maths English and ESOL	ESFA - E&T	CPSH X02
<b>L</b>	FREE - £2	ALDD (not mental health or dementia)	ESFA - CL or E&T	CPSH X03
<b>M</b>	Agreed locally	Derwent Wise & Vital Valley	TBC	CPSH <u>5</u> 06/ <u>5</u> 21
<b>N</b>	£4.75 Banded	CL Funded - new or priority courses, including non-voc digital inclusion	ESFA - CL	CPSH X03
<b>R</b>		Non Regulated Provision E&T		
<b>S</b>	FREE	First Steps Learning, Making choices, Mission possible	ESFA - E&T	CPSH X03
<b>T</b>	FREE	SFL CL Funded	ESFA – CL	CPSH X03
<b>U</b>	£13.25 <sup>26</sup>	Full cost recovery (organised for commercial, profit making)	FA – CL	CPSH X08
<b>W</b>	£6.85 + £1/child/hr	FL Fee Paying Learners	ESFA - CL	CPSH X08
<b>X</b>		Bright Side Project	ESFA - CL	CPSH 403
<b>Y</b>	FREE - £4.75	Intergenerational Family Learning	ESFA - CL	CPSH X05
<b>Z</b>	FREE	Discrete PSP cohorts & individual FTSP courses where have PSP learners enrolled	ESFA - 14-19	CPSH 407

<sup>25</sup> Please note: **X** means insert area number unless already stated

<sup>26</sup> LSM approve quote

