



Derbyshire Adult Community Education Service

Fees Policy

Approved

Approved by Governance Board: 11 December 2018

Posted on Virtual Learning Environment: 18 December 2018

Posted on the website/online booking (if applicable):

To be reviewed by: November 2020

1. Purpose:

The purpose of the policy is to:

- state the principles which underpin the DACES approach to the application of fees
- define how the Service decides which courses, provision and activity to apply its fees policy
- Identify how the Service develops its operation fees structure to reflect.

2. Policy Statement:

The underpinning principles of the policy are that:

- access to lifelong learning is a **fundamental democratic right** which is reflected in our learner entitlement
- lifelong learning enables individuals, families, communities and employers **to fulfil their potential** and makes a positive socio-economic contribution to the world around them
- everyone should have an equal opportunity to **access learning**
- ensuring that those **learners who can afford to pay**, or contribute to the costs of their learners, should do so.

This will be achieved by:

- ensuring the **curriculum has a balance** of free to access, part-subsidised and full-cost provision
- ensuring there is a clear and unambiguous approach to **how this policy is applied** taking into account local social and economic need
- ensuring there is a clear and unambiguous approach to **the criteria for when learners are entitled to a refund and** to ensure that this is done in a timely fashion
- ensure that service has a **clear understanding of what programme, course or provision costs** and how this ensure the viability of an activity
- ensuring that the fees strategy inclusion the opportunity for fees remission and this applied in accordance with the Service's priorities provision as set out its curriculum policy
- **ensuring learners can make payments in a number of different ways** to not inadvertently disadvantage any particular part of the community
- **working with partner organisations** to ensure a coherent curriculum offer and to determine learners' progression routes.

3. Scope

This covers all the formal and informal learning experiences offered by the Service or via partner organisations.

4. Monitoring, Evaluation and Reporting

Derbyshire County Council's Cabinet is responsible for the approval of level of fees, above and beyond any annual increase in line with Retail Price Index (RPI) year, applied to the Service's courses, provision and activity on a three years cycle

The DACES Governance Board is responsible for the establishment and review of the over-arching fees policy, as well as policies for the other sectors of the Service.

The Service Management Team chaired by the Head of Service will review the practical and operational application of the Service's fees policy and will recommend developments and changes accordingly as well as reporting on its impact to the Board.

5. Equality, Diversity and Inclusion

This policy will be used to promote fairness in all aspects of practice within the Service and support the Service's commitment to be fully inclusive. The Service recognises that some groups of learners may be more vulnerable and is committed to planning and organising its curriculum offer to support successful outcomes for these learners.

All learners regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm, abuse and the risk of radicalisation. The Service is committed to planning and organising its curriculum offer to challenge these behaviours.

6. Associated Policies and Procedures

- Curriculum Policy
- Quality Improvement Policy
- Safe Learner Policy
- Information, Advice and Guidance (IAG) Policy
- Marketing and Communications Policy
- Equal, Diversity and Inclusion Policy

7. Postholder to Contact:

The Head of Service for Derbyshire Adult Community Education Service

8. Review:

The Policy will be reviewed in November 2020.

Appendix 1

Roles and Responsibilities in relation to Curriculum Policy

- **The Senior Management Team lead is responsible for:**
 - Giving a consistent high profile lead on developing the fees policy, promoting the benefits both internally and externally
 - Ensuring that curriculum priorities are reflected each year within the viability of activity planning through the fees strategy
 - Ensuring that service roles and responsibilities are complied with.
- **SMT is responsible for:**
 - overseeing the continuing application and development of the policy in line with Service targets and Service strategic objectives
 - consideration of an annual report to ensure that the fees policy is being followed
 - ensuring the Service's strategic plan includes a recognition of the importance of fees and income generation is reflected in the Service Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)
 - receiving and responding to monitoring information on the impact of fees policy on learner' enrolment, retention, achievement and success
 - ensure that the fees policy reflects the priorities of local, regional and national funding bodies
 - ensuring appropriate training and development is provided for both staff and learners to respond effectively, and with agility, to meet the business development of the Service.
- **Learning and Skills Managers are responsible for ensuring that:**
 - they take the lead in supporting development of the fees strategy each year within the Area and Outcome Theme they are responsible for
 - they promote the link with other key policy areas such as curriculum, Equality and Diversity, and Health and Safety
 - recruitment and selection processes including the application of fees as part of the curriculum planning role.
- **All staff are responsible for ensuring that they:**
 - ensure the fees and income generation policy is reflected within their planning and delivery
 - ensure that the marketing of the curriculum includes its ability generated income through fees where appropriate
 - ensure that the application of the fees policy enables the sustaining and development of wide curriculum offer.