

	<p><b>Ref: PP-CD-13</b></p> <p><b>Version: 3</b></p> <p><b>16<sup>th</sup> March 2018</b></p> <p><b>Issue Date: November 2018</b></p> <p><b>Review Date: 4<sup>th</sup> January 2019, 16<sup>th</sup> May 2019</b></p>
<p><b>Policy title: Apprenticeship Fees Policy and Procedure</b></p>	
<p><b>Policy author:</b></p>	<p>Heath Rawles</p>
<p><b>Policy owner:</b></p>	<p>Heath Rawles</p>
<p><b>Impact assessment status:</b></p>	<p>X Initial screening complete, no adverse impact/potential for adverse impact  <input type="checkbox"/> Full impact assessment required</p>
<p><b>Approved by: SLT</b></p>	<p><b>Date: 27/4/2018</b></p>
<p>If you need help reading this document, or require it in a different format, please call  02380 866664</p> <p>Chief Executive Officer: Elizabeth Young</p>	
	

## 1. Aim

The aim 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 Centre) 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.

## 2. Scope

2.1 How do we set our training and 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
- They are competitive compared to fees charged by other organisations

FNTC will agree a training cost with the employer before an apprenticeship training commences, and will never increase the cost after the apprentice has enrolled .

2.2 Following approval by SLT, the Fees Policy will be communicated via the SLT Update, to all staff involved with the enrolment and admissions and the provision of information, advice and guidance (IAG) to employers and apprentices. The policy shall be operated with effect from 1 May 2018 and refer to all training commencing from then until 31 July 2019. Any new version of this policy will be updated on the FNTC website.

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

## 3. Objectives

3.1 The objective of this policy is to inform FNTC staff and stakeholders of all costs involved in the setting up and running of the Apprenticeship programme.

## 4. Responsibilities

4.1 SLT – Approve and communicate policy to all staff members and monitor implementation of policy

4.2 BD and Curriculum staff - Implement policy and ensure all stakeholders are aware and have access to policy. Ensure most up to date version of policy is on the website

## 5. Implementation Procedures

- **Course Fees**

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

5.2 A separate fee will apply for learners who fall outside of the Educations and Skills Funding Agency home fee rules.

5.3 All course fees set will be valid for the period 1<sup>st</sup> December 2018 to 31<sup>st</sup> July 2019. Fees for apprentices starting their programme in subsequent years may fluctuate as a result of external influences. Any new courses can also be added to this course fees list.

- **Examinations and End Point Assessment**

5.4 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. Professional body membership e.g. AAT, CIPD, may or may not be included in the initial course signup fees.

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

- **Payment of Fees**

5.6 The payment of all compulsory fees to complete the apprenticeship is the responsibility of the employer.

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

5.8 Varying payment plans are available dependant on the apprenticeship training being contracted. These will be agreed by the employer and the Business Consultant prior to the commencement of training. However, the expectation is that all employer contributions of £500.00 or less will be paid within the 1<sup>st</sup> month of agreeing the training contract.

5.9 Fee outside of the apprenticeship courses will be invoiced within 1 month of contract payment is due in 30 days.

- **Refunds and Fee Liability**

5.9 In the event of a course being cancelled prior to commencement by the Centre, a full refund will be given.

5.10 If a learner withdraws during their apprenticeship training then any return of fees will follow the government guidelines. The employer would be liable for any fees still due

5.11 All refunds will be made at the discretion of the Centre.

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

5.13 Appendix 1 lists fees associated with the apprenticeship programme.

5.14 All fees are invoiced by the accounts department and payment is expected within 30 days of the invoice date.

### **Apprenticeship Transfers**

5.15 In the event of the Centre 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.

### **Outstanding Debts**

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

## **6. Associated Information, Guidance and related Policies**

PP-DTLAQ-04	Learner Recruitment and Induction Policy and Procedure
PP-CD-04	Accounts Policy
PP-CD-07	Value for Money Policy and Procedure
PP-OM-05	Examinations Policy and Procedure

## **Appendix 1: Apprenticeship Fees List**

The table below identifies additional charges that can be incurred during an apprenticeship programme.

Please note that anyone who is enrolled on a fully funded course cannot be charged for anything in relation to achieving the qualification e.g. for a DBS check which the employer must pay.

Payments to FNTC should be received within 30 days of each invoice date.

<b>Circumstances</b>	<b>Responsible for charge</b>	<b>Charge</b>
<b>Unauthorised non attendance</b> - Pay costs incurred, including registration and administrative costs, on the unauthorised non-attendance of any booked exams/tests for example 1. Functional skills 2. AAT exams	Employer	£50
<b>Extended course duration</b> – Pay a fee of £50 per month if studies go beyond the agreed completion	Employer / Learner	£50
<b>Dishonoured cheques</b> – pay an administration charge for dishonoured cheques	Employer	£25
<b>Unauthorised missed appointments</b> – pay costs incurred due to unauthorised missed appointments	Employer / Learner	£50 per appointment
<b>Voluntary resignation from course by learner</b> - pay administration costs	learners	£50
<b>Removal from course by employer</b> <b>Pay administration costs</b>	Employer	£50
<b>Staff referral costs</b> – pay costs should a learner introduced to the company by FNTC Training cease training whilst maintaining employment with above or any associated companies.	Employer	£500
<b>End point assessment re-sit</b> – employers are responsible for costs incurred by end point assessment re-sits. Price agreed in Apprenticeship Programme.	Employer	Set price dependent on each course
<b>Registration costs for additional qualifications</b> – if the employer would like FNTC to enrol the learner on a qualification which isn't associated with a framework Standard then the cost of the registration plus a £75 fee will be charged to the Learner/employer to take into account the administration and Internal verification fees.	Employer / Learner	Registration cost plus £75
<b>Licence to practice</b> – if the learner wished to get a licence to practice and it is part of the apprenticeship then it is the responsibility of the employer to pay the costs. If however the licence to practice isn't part of the any licence to practice fees should be covered by the employer/learner.	Employer / Learner	
<b>Books and resources</b> – to be paid by the employer/learner unless stipulated that included in the cost of the course.	Employer / Learner/	
<b>Co investments – for employers without an apprenticeship service account</b>	Employer	As agreed

\*Employers/learners may request a payment plan for all charges over £500.00 otherwise payment terms are 30 days.

**Annex1**

<b>Initial Equality Impact Assessment</b>	
<b>Audit Prompt</b>	<b>Response</b>
Name of document: Apprenticeship Fees Policy & Procedure	
Author of document: Tina Turner	
<b>Initial screening questions</b>	
1. What is the aim or purpose of the document?	The aim 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. The legal basis of the contract, between us (The Centre) and you (The Employer), is to guarantee 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.
2. Who is affected by the document? <ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners (please indicate which groups)</li> <li>• Members of the general public (please specify who)</li> </ul>	Staff, Learners and Employers
3. Has anyone complained about the document? (if yes, give details)	
4. Does the document have the potential to cause adverse impact or discriminate against different groups of people?	No
5. Does the document make a positive contribution to equality & diversity in the Centre?	Yes

A full impact assessment will be needed if this initial screening reveals an adverse impact, or potential for adverse impact on people with protected characteristics.

Refer to full Impact Assessment (Yes/No) and reasons why	
If yes, Priority Level (High, Medium, Low)	

Signed: \_\_\_\_\_ Name: Tina Turner Acting CEO Date: 04/11/18

