

Apprenticeships Fees Policy 2022/23

Contents

1. Purpose	3
2. Scope.....	3
3. Accountability	3
4. Procedure.....	3
5. Associated Policies	5
6. Equality Impact Assessment.....	5
7. Data Retention Statement.....	5
8. Policy Review and Ownership	6

1. Purpose

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.

2. Scope

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

2.1.1. We comply with Government funding rules set by the Education and Skills Funding Agency (ESFA).

2.1.2. Each fee is fair compared to other fees in The College.

2.1.3. 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.

2.2. Following approval by the Corporation, the Apprenticeship Fees Policy will be communicated via the Head of MIS and Reporting and the Head of Business Development to all relevant staff involved with the enrolment, admissions and the provision of information, advice, and guidance (IAG) to employers & apprentices. The policy shall be operated with effect from 1 August 2022 and refer to all training commencing from then until 31 July 2023.

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

3. Accountability

Responsibility lies with the Senior Leadership Team to ensure that the Apprenticeship Fees Policy is adhered to. On a day to day basis the Head of Business Development and Training Consultants will operate the policy in conjunction with the Vice Principal – Curriculum and Business Development and the Director of Finance or delegated manager.

4. Procedure

4.1. Course Fees

4.1.1. A training price 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.

4.1.2. 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.

4.1.3. All course fees set will be valid for the period 1 August 2022 to 31 July 2023. The price for training will be negotiated for each apprentice, this will be dependent upon a variety of factors, including prior knowledge, qualifications, and skills (this is not exhaustive).

4.2. Examinations and End Point Assessment

4.2.1. The charge for any examinations or the End Point Assessment undertaken as a mandatory part of the apprenticeship are included within the assessment price. 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 or any non-mandatory qualifications requested by the employer.

4.2.2. The costs of retaking end point assessments are not included in the total price & will be charged directly to the employer.

4.2.3. All co-investment must be paid prior to the apprentice entering into Gateway to undertake their End Point Assessment.

4.3. Payment of Fees

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

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

4.4. Refunds and Fee Liability

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

4.4.2. 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.

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

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

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

4.4.6. The apprentice must not be asked to contribute financially to the costs of training, on-programme or end point assessment.

4.4.6.1. This includes both where the individual has completed the programme successfully or has left the programme early.

4.4.6.2. Costs include any co-investment or additional training and assessment costs that the employer has paid directly to us, as a provider as part of the agreed apprenticeship.

4.5. Apprenticeship Transfers

4.5.1. 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.

4.6. Outstanding Debts

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

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

4.6.3. Where employers who have an outstanding debt or do not meet their agreed payment schedule their apprentice(s) may be withdrawn from their programme.

5. Associated Policies

- Examinations Policy
- Admissions Policy
- Fees Policy

6. Equality Impact Assessment

Wiltshire College & University Centre strives to ensure equality of opportunity for all students, local people and the workforce. As an employer and a provider of education, the College aims to ensure that none are placed at a disadvantage as a result of its policies and procedures. It is intended that this policy and procedure 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.

7. Data Retention Statement

Wiltshire College & University Centre is committed to ensure the data it collects, and holds is in line with the ICO's guidance and meets data protection law. Where appropriate a Data Protection Impact Assessment will be undertaken as and when policies are updated to ensure risks to the individual and college are considered and managed.

For further information please refer to Wiltshire College & University Centre's Data Protection Policy.

8. Policy Review and Ownership

This policy and procedure is owned by the MIS and Admissions Manager. It will be reviewed periodically in light of developments in employment legislation, good employment practice or audit; and to ensure it continues to be relevant and supports operational effectiveness. The document is managed by the Campus and Curriculum Admin Team Leader.