



Policy for Fees and Charges (Apprenticeships)

2018

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Introduction

Steve Willis Training is committed to a fees policy which is fair, clear and consistently applied.

Aim

The purpose of this policy is to communicate how fees are set and refunded, and also the processes for overdue fees.

Setting Programme Fees

Fees for Apprenticeships fall within the prevailing Education & Skills Funding Agency rules. This means that for all Apprenticeship programmes there are maximum levels of fees which are eligible for government funding. Whilst providers are permitted to charge higher fees than these levels, Steve Willis Training has decided not to do this. This ensures that co-investment costs paid by employers are the only contribution required (unless the business is eligible for small business full funding of younger/disadvantaged Apprentices).

Further details of our current Apprenticeship programme charges are available from the Recruitment Team, along with information on the government's co-investment contribution and employer incentives.

The table below shows the current fee levels.

RATES - EXCLUDING VAT:

Apprenticeship Programme	Level	Total Fee Contribution
Electrical	3	£1,800.00
Gas	3	£2,700.00
Plumbing	2	£500.00
Plumbing (Gas Pathway)	3	To be advised

Incentive Payments:

At the time of preparing this policy there is a £1000 employer incentive payment in place. 50% of this payment is payable after 90 days, the balance will be paid 9 months later. As with all grants and incentive payments, these are not guaranteed and may be withdrawn by the government without notice.

Invoicing of fees

Steve Willis Training will issue an invoice for the full 10% contribution at enrolment (as applicable, the invoice values may be broken down by academic year).

Other fees

Most fees in relation to the Apprenticeship are included with the total negotiated price, however there are some which are not:

City & Guilds Online & Functional Skills exams attract fees from City & Guilds should a second or subsequent attempt be required. The company policy is that the first two attempts are included within the cost of the Apprenticeship, but any further attempts required are chargeable in line with the City & Guilds charges payable, usually £10-£20 per attempt.

End Point Assessment (EPA), which happens at the end of an Apprenticeship standard, has the first attempt included within the total negotiated price of the Apprenticeship (this includes the AM2 assessment). Apprentices are only put forward when they, their employer and the centre agree they are ready, so we expect failure to be rare. If a retake is required, the full cost charged by the EPA provider is payable under invoice by the Apprentice's employer.

Missed Attendance could incur additional charges if extra sessions need to be provided to make up for those missed by an Apprentice.

Refunds

Apprenticeship fees will usually be split by academic year and are invoiced in full once agreements are signed at enrolment, with full payment due before the first date of attendance. We require a full three months' notice where a request for a refund is made, or a term's fees must be paid in lieu. Where there is any dispute relating to cancellation of courses the responsibility for supplying proof of cancellation or refund request lies with the employer.

Overdue fees

Non-payment of fees by the settlement due date may affect the Apprentice's continuation on the programme, entry for an examination or access to resources. All outstanding fees are to be paid in full before an Apprentice can progress onto the next year of their programme – or start a new course.

Co-investment rules for funding Apprenticeships require that the employer contributions are showing in our payment systems, in the required 10:90 ratio. In the event that employer contributions are unpaid, it is possible that the funding agency will seek to recover funding paid for that Apprentice. In this case, all fees, including those intended to be covered by government funding, become payable by the employer.

It is essential therefore that fee contributions for Apprenticeships are paid promptly. Our credit control function takes responsibility for this and reports directly to the Managing Director.

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