



Employer Guidance

Policy for

fees and charges

(Apprenticeships)

August 2021 starters

Reference information	
Document name:	Employer Guidance Policy for Fees and Charges (apprenticeships) August 2021 starters
Filename:	M:\001 SWT library\Company Policies\Public policies\Apprenticeship Policies\word versions\Employer Guidance Fees Policy (apprenticeships) August 2021 starters v1 May 2021.docx
Author:	Nicky Levy on behalf of Jake Gibbons
Approved by:	S Willis, D King, J Gibbons
Date of issue	24/5/2021
Next review date:	24/5/2022
Policy applies to:	Employers of apprentices starting at SWT from August 2021
Previous revisions:	15/01/2018 01/03/2019

Contents

1.	Introduction	4
2.	Apprenticeship Fees	4
2.1	Setting the fees	4
3.	Paying your fees	5
3.1	Payment of your employer contribution	5
3.2	Invoicing	5
3.3	Refunds	5
3.4	Overdue fees	6
4.	Additional charges – ALL employers	7

1 Introduction

Steve Willis Training Centres (SWT) is committed to a fair, clear and consistent fees policy.

This policy explains how our fees are set, the refunds process, and what happens when fees become overdue.

2. Apprenticeship Fees

2.1 Setting the fees

The fees for Apprenticeship Programmes at Steve Willis Training Centres are governed by the rules of the Education and Skills Funding Agency (ESFA).

The ESFA has set a maximum amount of government funding that may be drawn down per Apprenticeship, and as a training provider we are allowed to charge employers more than this but SWT chooses to add no additional charge, which minimises the cost to you.

Many small businesses taking on younger (16-18) or disadvantaged apprentices receive full funding from the government and do not pay any further contribution.

If your apprentice is eligible for full government funding please skip to section 4.

If your apprentice is not eligible for full funding, most often because he/she is age 19 or over, you will be required to pay a percentage of the course cost (5% at time of writing, please check) at the start of the Apprenticeship, and the balance will be funded by the government.

Further information on current Apprenticeship programme charges, the government's co-investment contribution and employer incentives is available from the Apprenticeships Team.

3 Paying your fees

3.1 Payment of your employer contribution

Funding % contribution cannot be waived, and must be made by you, the employer (unless an ESFA approved alternative exists e.g. transferred Levy funds). This will be collected from your company directly by Steve Willis Training, who will invoice you for the contribution.

ESFA rules require that this is not paid to us by the apprentice.

Within each different Apprenticeship, this will be a standard amount for all employers who are asked to pay it.

Where some Apprenticeships may be eligible for additional government sponsored incentives/grants, funding rules state that these may not directly be used to pay the employer contribution. It is not possible to wait for receipt of this in order to pay your contribution at the start of the Apprenticeship.

Our collection of your % contribution, along with various other Apprenticeship compliance documents and activities on your part, will trigger the start of Apprenticeship funding to pay for your apprentice's course. Once that has commenced, any eligible incentive/s will relate to that funding start date.

3.2 Invoicing

Steve Willis Training will invoice you for the full % contribution, to which VAT will be added at the current rate, once agreements are signed when your apprentice enrolls on the training programme. Full payment is due before the first day of training.

3.3 Refunds

If you wish to cancel your apprentice's training programme, we require 3 months' notice to process any applicable refunds.

If there is any dispute regarding notice of cancellation, responsibility for supplying proof of cancellation or refund request lies with you as the employer.

	Employer Contribution paid in full at start of Funding Agreement*
Apprentice is made redundant <u>within</u> 12 months from Funding Start Date	50% due to SWT, remaining 50% to be refunded to employer
Apprentice is made redundant <u>after</u> 12 months from Funding Start Date	No refund to employer
Apprentice & employer part company at any time but apprentice is not made redundant	No refund to employer

* If full employer contribution has not been received to-date this will be taken into account, and a balance may still be due from the employer. Any subsequent employer will be required to pay the remaining balance (as applicable).

Where an apprentice has left a previous apprenticeship, and a new funding arrangement is later agreed with the ESFA, the above table will apply from the start of that new funding agreement. For example, the apprentice leaves his/her apprenticeship course and restarts the same course again at a later date.

Where you are not the apprentice's first employer during his/her Apprenticeship, the funding start date for the entire Apprenticeship will be used to determine eligibility for refund.

3.4 Overdue fees

Non-payment of fees by their due date will affect your apprentice's place on their training programme, which could impact entry for exams, access to resources, etc.

Where an employer contribution to the course is applicable, we are unable to guarantee an apprentice's government funding, and subsequent place on the course, until we have received your employer contribution – this is a government funding rule.

If your % contribution is not paid, it is possible that the ESFA will seek to recover all course funding paid for the apprentice. If that happens, the employer becomes liable for 100% of the fees, including the intended government contribution.

It is therefore essential that your fee contribution for your apprentice is paid promptly. Our credit control department is responsible for this, and reports directly to the Managing Director.

ESFA funding rules state that all employer fees must have been paid in full before End Point Assessments are sat. Steve Willis Training will not book assessments when there is a balance outstanding.

4. Additional charges – ALL employers

All costs for the Apprenticeship are included within full government funding or employer contributions, but we have to make an additional charge if your apprentice requires extra training sessions because they have missed too much attendance, or if they have to repeat any of the assessments as listed below.

Where it is simply a re-sit of an assessment/exam we will pass on actual costs, and where extra training is required we may need to pass that on in addition – each apprentice will be dealt with on an individual basis. We will of course discuss this with you at the time if it occurs.

City & Guilds online & Functional Skills exams

City & Guilds charge us for any second or subsequent resits. We include two attempts in our fees, but if your apprentice requires further re-sits we must pass on the cost which is approximately £20 per attempt.

End Point Assessment (EPA)

The End Point Assessment at the end of the Apprenticeship is covered by your fees or full government funding as applicable. Apprentices are only put forward for this when they, their employer and their trainers agree they are ready, so failure rates should remain low.

In the unlikely event that your apprentice does need to retake their EPA, you will be invoiced for the full resit cost charged by the EPA provider and this must be paid before the resit can be booked.