



Employer Guidance

Policy for

fees and charges

(Apprenticeships)

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1 Introduction

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

Fees for Apprenticeships fall under Education & Skills Funding Agency rules.

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

Apprentice employers pay no fees if the apprentice is

- 16-18 years old or
- 19-24 years old and who has previously been in care or who has an Education, Health and Care plan provided by their local authority

For these apprentices the government pays us in full for their training.

Current funding rules require that the Apprenticeship Employer Contribution fee must be paid by the Employer and NOT by the Apprentice.

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 is available for the delivery of each programme. Training providers are allowed to charge higher fees which are more than this, but SWT sticks to the ESFA figure. This ensures that employers only have to pay the 5% contribution required by government (unless the business is eligible for small business full funding of younger / disadvantaged apprentices).

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

Current fee rates - excluding VAT (if you pay the 5% contribution)

| Apprenticeship Programme | Level | Total Employer Fee Contribution |
|---------------------------------|--------------|--|
| Electrical | 3 | £1,800 |
| Gas | 3 | £2,700 |
| Plumbing | 2 | £500 |
| Plumbing (Gas Pathway) | 3 | To be advised |

Full details of the funding rules and requirements are available from our Apprenticeship Team and are also on the government's Apprenticeship website: <https://www.apprenticeships.gov.uk/employer/how-much-is-it-going-to-cost>

2.2 Incentive Payments for younger / disadvantaged apprentices

The government is currently offering a £1000 employer incentive payment for taking on an apprentice aged 16-18 or from a disadvantaged background, which is paid in two equal instalments once the apprentice has started their training. We pay this as soon as we receive the payment from the ESFA. The first payment of £500 is payable 90 days or 3 months after the apprentices start their programme. The second instalment is then payable 120 days or 12 months after the apprentice's start date.

This incentive is subject to government policy and could be withdrawn at any time.

3 Paying your fees

3.1 Invoicing

Steve Willis Training will invoice you for the full 5% contribution when your apprentice enrolls on the training programme. Please note full payment is due before the first day of training.

3.2 Additional charges

We include all costs for the Apprenticeship within the programme fee, but we have to make an additional charge if your apprentice requires extra training

sessions because their attendance levels are too low, or if they have to re-sit some assessments.

City & Guilds NVQ & Functional Skills online exams - resits

City & Guilds charge us for any second or subsequent resits. We include two attempts in our fees, but if your apprentice requires further resits we must pass on the cost which is usually £10 - £20 per attempt.

End Point Assessment (EPA) - resit

The End Point Assessment happens at the end of the Apprenticeship Standard, and is covered by your fees. Apprentices are only put forward for this when they, their employer and the trainers agree they are ready, so failure rates are low. In the unlikely event that your Apprentice does need to retake their EPA, you will be invoiced for the full cost charged by the EPA provider and this must be paid before the resit can be booked.

Missed Attendance

There may be additional charges if we need to provide extra training sessions to make up for those missed by an apprentice.

These additional charges apply even if your apprentice is aged 16-18 or disadvantaged and you are not paying the 5% contribution.

3.3 Refunds

Apprenticeship fees are invoiced in full once agreements are signed when your apprentice is enrolled. Full payment is due before the first day of training.

When an apprentice leaves your employment you must send us their leaving date by email, confirming that your Apprenticeship Employer Agreement has been cancelled. At this point we will notify you if you are due a refund, or if you have any charges outstanding such as exam fees etc. An employer is liable for the Employer Contribution fee until the end of the term in which the apprentice leaves that company. This means we require a full three months' notice or a term's fees must be paid in lieu.

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

3.4 Overdue fees

Non-payment of fees by their due date will affect your Apprentice's place on their training programme, including entry for exams and access to resources. All outstanding fees must be paid in full before an Apprentice can progress onto the next year of their programme or start a new course.

The government's co-investment rules for Apprenticeship funding mean that your employer contribution to the fees is shown in our payment systems in the 5% / 95% ratio. If your 5% is not paid, it is possible that the Education and Skills Funding Agency will seek to recover the course funding they have already 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.