



European Union
European
Social Fund



City of
Stoke-on-Trent

Adult and Community Learning: Fees and Charges Policy 2023-2024

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Introduction

The Education and Skills Funding Agency (ESFA) funds Stoke-on-Trent City Council's Adult and Community Learning Service for the provision of both accredited and non-accredited learning opportunities for adults.

Courses are held across multiple venues throughout the city to ensure that they are accessible to people citywide. Our commitment is to ensure that everybody is given the best possible chance improve their individual opportunities, enjoy learning and benefit from our courses.

Our aim is that learners will:

- Agree a plan with their tutor, detailing what and how they want to learn;
- Learn in safe and comfortable surroundings, where they are treated with respect;
- Participate in an enjoyable learning experience, with learning support (if required);
- Benefit from high quality teaching, from a tutor who is experienced, skilled and qualified;
- Receive helpful feedback and support recognising progress and achievement;
- Have access to impartial information, advice and guidance about learning opportunities available.

Eligibility

To be eligible to enrol on any adult and community course a learner must be:-

- aged 19 (or over) on or before 31st August 2023
and must meet the required residency criteria in on or more of the following areas: -

- UK nationals and other persons with right of abode
- UK nationals in the European Economic Area (EEA)
- EEA nationals in the UK
- Other non-UK nationals

and

- Must have been ordinarily resident in the UK or British Overseas Territories or Crown Dependencies (Channel Islands and Isle of Man) for at least the previous 3 years on the first day of learning

Please refer to the table in Appendix 1 for all other residency eligibility criteria (There are some exceptions to the residency eligibility depending on an immigration status).

Pound Plus

Pound Plus - the 'Pound' represents the public pound, the 'Plus' is everything else that Stoke on Trent City Council can generate in addition to their non-formula community learning funding allocation, such as fee income, funding from other sources, resources in kind and other sources of revenue / sponsorship / volunteering.

Community Learning

Community learning consists of objectives that identify the purpose of the learning involved:

- To improve confidence and willingness to engage in learning'.
- 'To enable the acquisition of skills, preparing people for training, employment or self-employment and further learning.
- To enable the acquisition of skills preparing people for, employment or self-employment'.

- To improve digital, financial literacy and/or communication skills and essential skills which includes English (including English for speakers of Other Languages), maths, and digital provision.
- To make parents/carers better equipped to support and encourage their children's learning
- To enable improved/maintained health and/or social well-being'.
- To develop stronger communities, with more self-sufficient, connected and pro-active citizens, leading to: increased volunteering, civic engagement and social integration; reduced costs on welfare, health and anti-social behaviour; increased online learning and self-organised learning; the lives of our most troubled families being turned around.
- For provision being delivered through Family Learning

Fees and Concessions

The following concessions and charges will apply to Community Learning provision.

Community Learning

General adult community learning workshops and courses

Fee applicable: -Fees are set appropriate to course length.

- The hourly rate is £4.50, Courses are free or a fee reduction applies subject to learner eligibility (please see other concessions).
- Learners who do not meet eligibility criteria will incur a fee that is double the course fee for that particular course.

Course Type: -

Community learning -family learning -

- No charge for learners on these programmes.

Course Type: -

Community Learning - Subcontracted provision

- No charge for learners on these programmes.

Adult Skills

Adult Skills consists of accredited learning courses that are officially recognised qualifications set to an approved standard.

Adult Skills Fees and Concessions

Course Type: -Adult Skills

Fee applicable: -

- There is no charge for fully funded learners on core accredited programmes who meet eligibility criteria.
 - Core Accredited Courses are: -Functional Skills English, Mathematics (up to and including) Level 2, Essential Digital skills to Level 1, Employability.
- Fees will be collected from co-funded learners to meet funding shortfalls on core accredited courses (ESOL, First other non-core Level 2 qualification). Dependent on individual courses and eligibility.
- Individual learner circumstances may be considered in accordance with the fee waiver policy.

- Learners who are not eligible for any fee reduction (not full or co funded) will have to pay the full funding fee for that course.

All withdrawal cancellations must be made in writing to [**adult.learning@stoke.gov.uk**](mailto:adult.learning@stoke.gov.uk)

Examination Fees

ACL will pay for your initial examination and a first resit if this is required. Any further resits must be paid by the learner, the fee will be the cost of the resit set by the course awarding body.

Concessions

Some employability courses are free, please ask which courses this is applicable to.

JSA, ESA and Universal Credit claimants

Free: - Employability and Personal Development courses, meeting funding eligibility criteria.

JSA, ESA and Universal Credit claimants

20% reduction on other non-accredited courses, and for low income learners (please refer to the section "Fee remission for low income learners" below) Evidence of low income must be provided prior to the commencement of the course.

Special offers and discounts may be made to targeted groups throughout the year.

Fee remission for low income (Adult Skills)

Learners on a low income who are employed or self-employed may claim a fee remission if:

- they are eligible for co-funding, **and**
- earn less than £20,319 annual gross salary. Evidence must be provided that confirms the gross salary. This may be a contract of employment, a payslip or Universal Credit statement (dated within 3 months of the enrolment date)

Both conditions must be met and evidence of income/hours provided.

Fee waiver policy

Help with payment of fees may be available if a learner does not qualify for concessions, if they express severe hardship, or if fees are preventing that learner from accessing a course or learning programme. Each case will be assessed on an individual basis and any information provided will be treated as private and confidential.

Payment for all courses

All courses must be paid for in advance of the course start date by cash, debit or credit card. Cash payment must be made in person at the Employment & Skills Hub, High St. Tunstall, ST6 5TJ.

If you have difficulty paying for the course in one payment please discuss this with the Post 16 Management team.

Cancellation and refund policy

1. For a course to take place there must be a minimum number of learners booking/enrolling on it. Where this number is not achieved a full refund will be made. (Courses may be closed on the first session of the course as a result of insufficient numbers). Refund will be by cash, credit or debit card depending on how the fee was originally paid.
2. Where a learner cancels a booking, at any time prior to the start date a full refund will be given (by credit or debit card). If for any reason a course is cancelled by ACL part way through (for whatever reason), learners may be offered:
 - a. A full refund by the method the course was paid originally
 - b. The opportunity to join an alternative class running at a later date.
3. Once a course has begun no refund will be made to any learner who wishes to leave the course. Any exceptional personal or family circumstances may be considered for a refund (but are not guaranteed). Holidays, loss of interest, other time commitments do not qualify as reasons for a refund.
4. If a learner wishes to challenge any refund decision, they should contact the Post 16 Team Leader whose contact information is :-
email: Tel; 01782 234775 / stacey.hargreaves@stoke.gov.uk.

Review Date

June 2024

Appendix 1-Eligibility Requirements

Learners must be:-

- Resident in Staffordshire
- Over 19 years of age before the 31 August 2023 (D.O.B Must be Before 31.08.2004)
- **UK National** - resident in the UK for at least the previous 3 years on the first day of learning
- **UK national in the EEA** - lived in the EEA only or the EEA and UK only for at least the previous 3 years on the first day of learning
- **EEA national in the UK** - Must have obtained either pre-settled or settled status under the EU Settlement Scheme and have lived continuously in the EEA, Gibraltar or UK for at least the previous 3 years on the first day of learning – Evidence of status required
- **A non-UK national who:** has permission granted by the UK government to live in the UK and such permission is not for educational purposes only, and has been ordinarily resident in the UK for at least the previous 3 years on the first day of learning
- **A non-UK national** who is also a non-EEA national - has obtained pre-settled or settled status under the EU Settlement Scheme and has been ordinarily resident in the UK for at least the previous 3 years on the first day of learning - Evidence of status required
- **Family members of UK and EEA nationals** - A 'family member' is the husband, wife, civil partner, child, grandchild, dependent parent or grandparent of a UK or EEA national. A family member is eligible for funding if they: where required to do so, have obtained pre-settled or settled status under the EU Settlement Scheme and have been

ordinarily resident in the UK or EEA for at least the previous 3 years on the first day of learning. Evidence of status required

- **Individuals with certain types of immigration status and their family members** are exempt from the 3-year residency requirement rule: Evidence of status required

Appendix 2 -This sets out the countries falling within the below categories as referenced in Eligibility requirements

British Overseas Territories

- Anguilla
- Bermuda
- British Antarctic Territory
- British Indian Ocean Territory
- British Virgin Islands
- Cayman Islands
- Falkland Islands
- Gibraltar
- Montserrat
- Pitcairn, Henderson Island, Ducie and Oeno Islands
- South Georgia and the South Sandwich Isles
- St Helena and its dependencies (Ascension and Tristan da Cunha)
- Turks and Caicos Islands

EEA

The EEA comprises of the following countries:

- All Member States of the European Union
 - Austria
 - Belgium
 - Bulgaria
 - Croatia
 - Cyprus*
 - Czech Republic
 - Denmark
 - Estonia
 - Finland
 - France
 - Germany
 - Greece
 - Hungary
 - Ireland
 - Italy
 - Latvia
 - Lithuania
 - Luxembourg
 - Malta
 - The Netherlands
 - Poland
 - Portugal
 - Romania
 - Slovakia
 - Slovenia
 - Spain
 - Sweden

- With respect to EEA nationality, note that any Cypriot national living on any part of the island qualifies for EU residency and is considered an EU national.

- Iceland
- Lichtenstein
- Norway
- Switzerland

Although Switzerland is not part of the formally recognised EEA, its nationals are eligible under various international treaties signed by the UK and Swiss governments.

Territories that are categorised as being within the EU and or territories that are categorised as being part of the listed countries such that they satisfy our residency requirements for the purposes of the AEB funding rules.

Denmark The following is part of Denmark:

- Greenland
- Faroe Islands

Finland The following is part of Finland and the EU:

- Aland islands

France The following is part of France and the EU:

- the French Overseas Department (DOMS) (Guadeloupe, Martinique, French Guiana (Guyana), Reunion and Saint-Pierre et Miquelon)

- New Caledonia and its dependencies

French Polynesia

- Saint Barthélemy

Germany The following is part of Germany and the EU:

- Tax-free port of Heligoland

Netherlands The following is part of the Netherlands:

- Antilles (Bonaire, Curacao, Saba, St Eustatius and St Maarten)

- Aruba

Portugal The following is part of Portugal and the EU:

- Madeira
- The Azores

Spain The following is part of Spain and the EU:

- the Balearic Islands,
- the Canary Islands,
- Ceuta
- Melilla

To note: Andorra, Macau, Monaco, San Marino and the Vatican are not part of the EU or the EEA.

Appendix 3-Devolved Authority Areas.

To be eligible you cannot be a resident of a devolved authority area, they their own funding and funding rules.

Devolved Authority Areas are:-
• The Greater Manchester Combined Authority
• The Liverpool City Region Combined Authority
• Greater London combined Authority
• The West of England Combined Authority
• The West Midlands Combined Authority
• The Tees Valley Combined Authority
• The Cambridgeshire and Peterborough Combined Authority
• The Newcastle Upon Tyne, North Tyneside and Northumberland Combined Authority
• South Yorkshire Mayoral Combined Authority
• The West Yorkshire Combined Authority