

Appendix F

West Berkshire Council Fee Policy on Adult & Community Learning Provision 2014-15

Fees

West Berkshire Council delegates responsibility for the setting of adult education fees to subcontracted providers, who retain fee income to support the provision made and to make provision for learners who cannot afford to pay.

Subcontracted providers are required to negotiate any fee increase with the Council.

Fee Concessions

Under current West Berkshire Council policy (as reflected in the provider's community learning and skills contract) all providers must offer a reduction on the hourly fees charged to students from disadvantaged groups as specified below. To support providers in offering concessions and to ensure providers are not financially penalised West Berkshire Council will reimburse the provider for any lost fee income caused.

30% Reduction

- resident in West Berkshire and aged 60 or over;

50% Reduction

- in receipt of a Jobseekers Allowance;
- in receipt of active benefits such as ESA income – based, Income Support, Housing Benefit , Council Tax Benefit ;
- in receipt of Pensions Credit Guarantee;
- In receipt of a Disability Allowance or a registered carer for someone with a Disability Allowance and attending the same course.

3) Learner Support - Discretionary Support Arrangements

As the Council contracts out its community learning, it is at provider's discretion whether a learner is eligible for funding to support child-care, travel and other costs. The Council takes no policy-line on this; however it would prove administratively impractical to offer hardship grants at a distance from the actual provision.

Newbury College has a Hardship and Access Fund that all learners can apply to for assistance with fees, transport, additional costs for their course e.g. equipment and materials and for registered childcare.

In addition the Council puts aside an agreed sum each year for learner support at Newbury College for learners on Community Learning funded courses.

Applications for learner support must be made by subcontractors by completing the attached form.

The Council also offers childcare support to smaller subcontractors secured which will enable adults from priority groups to engage in learning.

Additionally, it is Council policy that no fee shall be charged to adults with learning difficulties and/or disabilities attending a discrete adult education class supported by Council funding.