

## Adult Skills & Family Learning Service

### Learner Fees Policy 2020/21

#### Adult Education Budget funding – qualification courses

#### All Adult Learning Providers must adhere to the Learner Fees Policy

All learners will be fully funded or co-funded as defined by the ESFA in the Adult Learning Funding Rules 2020/21:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/893033/AEB\\_2020\\_to\\_2021\\_funding\\_rules\\_v.1\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/893033/AEB_2020_to_2021_funding_rules_v.1_FINAL.pdf) An extract is below:

Provision	19-23 year olds	24+ Unemployed	24+ Other
English and maths up to and including Level 2 (must be delivered as part of the legal entitlement)	Fully funded *	Fully funded *	Fully funded *
Essential Digital Skills Qualifications up to and including level 1	Fully funded *	Fully funded *	Fully funded *
Level 2 (excluding English and maths) (First full level 2 must be delivered as part of the legal entitlement)	Fully funded * (first and full)	Fully funded *	Co-funded+
Learning to progress to Level 2	Fully funded^ (up to and including level 1)	Fully funded	Co-funded+
Level 3 (First full level 3 must be delivered as part of the legal entitlement)	Fully funded * (first and full)	Loan-funded	Loan-funded
	Loan-funded ** (previously achieved Level 3 or above)		
Traineeship #	Fully funded (including 16-24 year olds##)	N/A	N/A
English for speakers of other languages (ESOL) learning up to and including level 2	Co-funded+	Fully funded	Co-funded+
	Fully funded - unemployed		
Learning aims up to and including level 2, where the learner has already achieved a first full level 2, or above	Co-funded+	Fully funded	Co-funded+
	Fully funded - unemployed		
Learning aims up to and including level 2, where the learner has not achieved a first full level 2, or above	N/A	Fully funded	Co-funded+

\* Must be delivered as one of the English and maths, Digital entitlement and/or first full level 2 or first full level 3 qualifications required as part of the legal entitlements

^ Must be delivered as entry or level one provision from local flexibility

# Excludes flexible element where funding depends on age and level

## 16- to 18-year old learners must be eligible under the ESFA's young people's residency requirements <https://www.gov.uk/government/collections/funding-education-for-16-to-19->

[year-olds#16-to-19-funding:-funding-students](#)

\*\* Availability of loans at level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full level 3

+ Low Wage flexibility may apply, please see below

## Unemployed

For funding purposes, a learner is defined as unemployed if one or more of the following apply:

1. They receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
2. They receive Employment and Support Allowance (ESA) – all categories.
3. They receive Universal Credit, and their earned take-home pay from employment (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner).
4. They receive Other State Benefits.
5. They are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice.

Providers may also use their discretion to fully fund other learners if both of the following apply. The learner:

- a) Receives other state benefits (not listed above) and their earned take-home pay (disregarding benefits) is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner), and
- b) Wants to be employed or progress into more sustainable employment, and their earned take-home pay is less than £338 a month (learner is sole adult in their benefit claim) or £541 a month (learner has a joint benefit claim with their partner), and the Providers is satisfied identified learning is directly relevant to their employment prospects and the local labour market needs.

Fully funded learners are not charged a fee

Co-funded learners will be charged a fee for the learning they receive. The Provider may determine the level of fee to be charged but can be no more than 50% of the unweighted rate as shown on the LARS (<https://hub.fasst.org.uk/Learning%20Aims/Pages/default.aspx>)

## Evidencing Full Funding

- To be eligible for Full Funding learners must provide appropriate written evidence. Providers should retain copies of the evidence and make them available for audit.
- Learner evidence which is inappropriate will result in the learner being charged the Full Fee rate.

## Learners in receipt of low wage +

Providers may full fund learners, who are employed and cannot contribute towards the cost of co-funding fees. The Provider must be satisfied the learner meets both of the following:

- a) is eligible for co-funding, and
- b) earns less than £17,004 annual gross salary

Providers must see and keep supporting evidence in the learner file. This could be a wage slip or a Universal Credit statement with 3 months of the learner's start date, or a current employment contract which states gross monthly / annual wages. Please note this is not an exhaustive list, but must support a Provider's decision to award full funding to an individual who would normally be eligible for co-funding.

Providers must use LDM code 3634 and FFI code 1 to claim full funding for learners who meet the requirements set out above.

## Learner Fee Collection

- Providers are responsible for collecting fees from all eligible learners.

## Recording Learner Fee Payments

- A Provider must record details of all payments (course fees and other charges) made by the learner to the provider relating to Adult Learning provision
- A Provider must issue a receipt to the learner for all payments made by the learner
- Providers must retain an audit trail for fees received and should make any fees documentation available for audit as required.

## Learner Support Fund

The Learner Support Fund aims to remove financial barriers to learning. Financial support is available for learners who would otherwise not be able to access the learning provision offered. This fund can help pay for specialist equipment, transport assistance, child care and course resources. Learners should talk to their Learning Provider in the first instance if they wish to access Learner Support Funds.

## Review and Evaluation

This document is revised on an annual basis, but is subject to LCC, key stakeholders and ESFA policy in-year updates which may require further publication. The revised document will be published in July 2021.

All Adult Learning Providers delivering qualification courses from Lincolnshire County Council's AEB funding **must** adhere to this Learner Fees Policy and abide by the ESFA funding guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/893033/AEB\\_2020\\_to\\_2021\\_funding\\_rules\\_v.1\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/893033/AEB_2020_to_2021_funding_rules_v.1_FINAL.pdf)