



WIRRAL

WIRRAL LIFELONG LEARNING SERVICE
COURSE FEES Statement 2019 - 20

Wirral Lifelong Learning Service has a policy of charging fees for some courses. Our funding is received from Liverpool City Region, and The Education & Skills Funding Agency (ESFA); they expect us to set fees for some courses, the government view being that adults who can afford to pay for learning should pay, and public subsidy should be targeted at the most disadvantaged learners.

Skills for Life courses are offered free for all adults who need them. Skills for Life courses are Numeracy, Literacy and English for Speakers of Other Languages (ESOL) at level 2 or below.

Any income generated from fees is used to fund more courses and growth. The fee policy is based on a rate comparable to other local providers who run similar courses

Wirral Lifelong and Family Learning Service – Fees Statement

- Adult Learners who are on an Income based benefit, or who earn no more than £17,550 before deductions, will not pay course fees.
- Further fee exemptions apply to Adult Learners depending upon their prior learning attainments – please phone our admin team on 666 3330 for details if you have been asked to pay a fee, but wish to find out if you may be exempt..
- Skills for Life / Functional Skills - Adult literacy and numeracy / Family Learning literacy, numeracy courses are free (this is a national Adult Learning policy).
- English for Speakers of Other Languages (ESOL) at level 2 or below are free, to stimulate demand from targeted groups.
- Very short tasters or workshops, comprising of one session, can be free, as a tool to Encourage learners to progress to further learning.
- Courses targeting specific vulnerable groups are often free for learners.
- From September 2019, We will no longer charge an 'Admin', 'Joining' or registration fee.
- For specialist courses and courses commissioned by another organisation or with sponsorship from employers, a higher fee should be charged to cover costs.

Course	Number of hours	2019 -20 Hourly cost	2019 – 20 Full Course Fee for learners who pay
Taster or Workshop course (one session only) e.g. healthy eating, confidence building , Pathways to Employment Course	2 - 6	Free	Free
English, Maths, and ESOL Courses	20 +	Free	Free
Pathways to Employment Full Courses	Typically 24 but may vary	£3.00+ Accreditation Fee	Floristry L1 & 2 £260 Sewing Level 1 & 2 £260 Teaching Assistant training ,Open Awards £260 Gardening Level 1 Open Awards £260

Computer & Digital Skills Introduction Courses: Easy Steps Intro to the Internet	10	£3.00	£30
Computer Qualifications (Functional Skills in IT Level 1 / Level 2)	20	£3.00 + accreditation fee	£260
Computer Qualifications Open awards units in Essential Skills in IT / Microsoft Office	20	£3.00 + accreditation fee	£149
British Sign Language Level 1 (Open Awards)	20	3.00 + accreditation fee	£149

Remission Of Fees Wirral Lifelong Service Fee Remission policy

The policy regarding remission of fees is consistent with similar Community Learning courses in Wirral colleges. In the 19/20 year more Wirral adults than ever before will receive their courses at no charge.

Course fees are free to learners in receipt of an income based / means tested benefit. Courses are now free for . There is also an option to pay in instalments (learner will need to complete a short application form). Payments on a weekly basis are discouraged due to practicalities of collection, transporting and receipting, but 4 equal payments, for example, would be acceptable. These can be negotiated with our admin team on 0151 666 3330

Fee remission Categories

If you are	tuition fees	exam fees	what to bring as proof of entitlement
In receipt of an income based benefit such as Universal Credit / ESA	Free	No charge to learner	Letter/ official document
in receipt of an individual income of no more than £17,550 before deductions	Free	No charge to learner	Wage slip / P60 etc
in receipt of Pension Credits (Guarantee Credit only)	Free	No charge to learner	Award notice / letter etc
Offender serving a sentence in the community	Free	No charge to learner	letter from Probation service
Taking a Skills for Life Course (English, Maths or ESOL)	Free	No charge to learner	subject to status of course
unwaged dependants of those listed above*	Free	No charge to learner	evidence of partner's entitlement
Registered unemployed, but not in receipt of benefit	Free	No charge to learner	letter from Job Centre Plus

Evidence

All proof of entitlement must be produced at the enrolment session or first teaching session
Proof of entitlement must be current and /or dated within the last 3 months.

Examination / Registration / Certification Costs

- Exam and certification will be absorbed by the Lifelong Learning Service, for the majority of adult learners, in the 2019 – 20 academic year, exceptions being:
- Where a learner is an employee of or is a client of another organisation , and costs can be recovered from that organisation by way of invoicing.
- Where the course lies outside of the Skills for Life provision, eg. Equality and Diversity Training.
- Where learners cannot evidence fee remission category as detailed above

Refund of Fees

We recognise that there are circumstances in which learners have a genuine reason to claim a refund.

Refunds are offered in the following circumstances to all people who have enrolled on a class:

- Where the course closes as a result of lack of numbers to make the class viable.
- Where a class is cancelled by the service for any reason.
- The meeting times, venue or day of the class are changed so that it is no longer possible for an individual to attend.
- A learner enrolls in advance of the course starting and pays a fee but prior to the course starting their circumstances change so that they are entitled to a free class. Note this would not apply once the course has started.
- In addition a refund may be offered where personal circumstances change so that it is impossible to attend the class.

Instalments

Instalment payment options will be offered ; in circumstances where a learner is paying for a course by instalments they are not paying for part of the course, merely spreading the payment. If they dropped out of a course they would be liable for the full amount of the course – we don't operate a 'pay as you learn' system..

Appeals

In exceptional circumstances learners who are not eligible for fee remission can appeal, in writing to the Business Support Manager, to be considered for fee remission. Contact is markwhiteley@wirral.gov.uk

Review

This policy will be reviewed annually in light of national changes in funding for adult learning.

