

# Norfolk County Council, Adult Learning

## Apprenticeships Course Fees Statement (2023 – 2025)

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## Scope

### A) Fee Setting

When setting our fees, we set them so that:

- a. We comply with Government rules.
- b. Each fee is fair and comparative against other fees charged by Adult Learning.
- c. They are competitive compared to fees charged by other organisations.

### B) Training Costs

We will agree a training cost with employers before apprenticeship training commences, we will not increase the cost of the training after the apprentice has enrolled with us for the duration of their apprenticeship.

### C) Statement Approval

Following approval by the Adult Learning Senior Leadership Team, the Fees Statement will be communicated via the Assistant Head of Service – Planning and Service Quality, to all relevant staff involved with the enrolment and admissions and the provision of information, advice, and guidance (IAG) to employers & apprentices.

### D) Statement Availability

You can [View the Apprenticeship Fees Statement on the Adult Learning website](#), or you can request it from the Apprenticeships Administration Team.

## Purpose

The purpose of this statement is to explain the process for employers to pay the employer's co-investment contribution when contracting apprenticeship training, the options that are available to make those payments and the sanctions that we apply should an employer default.

It is the legal basis of the contract, between us (Adult Learning) and you (The Employer), for the payment of the employer co-investment.

This will include employers who have access to an apprenticeship levy pot but who have exceeded the monetary value of that pot and are then required to make a co-investment payment in order to continue their apprenticeship training.

## Accountability

Responsibility lies with the Senior Management Team to ensure that the Fees Statement is

adhered to. On a day-to-day basis the Apprenticeships Team will operate the statement in conjunction with the Assistant Head of Service – Planning and Service Quality.

## Procedure/Process

### Course Fees

- a) A training fee will be set for each course offered by the Adult Learning. Fees for apprenticeships are made up of two elements. They are training costs and assessment costs
- b) A separate fee will apply for learners who fall outside of the Education and Skills Funding Agency home fee rules and are classed as overseas students. The course fee will be set using the criteria described above in paragraph 1.1
- c) Course fees will be applied in line with the national apprenticeship funding bands set by the Education and Skills Funding Agency for the apprenticeship standard being undertaken and, subject to initial assessments, maybe adjusted appropriately to take into account prior knowledge and skills of the apprentice

### Examinations and End Point Assessment

- a) The original charge(s) for any examinations or the End Point Assessment undertaken as a requirement of completion of the apprenticeship standard are included within either the training or assessment fee. This will include registration, entry, and certification. It will not include professional body membership e.g., AAT, ILM, which may need to be paid directly to the professional body by the Employer or the learner.
- b) The costs of retaking end point assessments are not included in the course fee & will be charged to the employer.

### Payment of Fees

Employers will agree within the Apprenticeship Contract to pay the agreed fees within 30 days of receiving the invoice.

### Refunds and Fee Liability

- a) In the event of a course being cancelled prior to commencement by the Adult Learning a full refund will be given.
- b) In the event of an Apprentice leaving their place of employment or withdrawing from or being dismissed from a co-funded Apprenticeship within six weeks of their recorded start date, employers who have paid their co-funded contribution will be eligible for a refund of the co-funded amount paid to Adult Learning less start-up costs of £250.
- c) In the event of an Apprentice leaving their place of employment or withdrawing from or being

dismissed from a co-funded Apprenticeship within six weeks of their recorded start date, employers who have co-funded contribution fees outstanding will be liable for the start-up costs of the apprenticeship charged at £250.

- d) In the event of an Apprentice leaving their place of employment or withdrawing from or being dismissed from a co-funded Apprenticeship scheme after six weeks on programme from their recorded start date and prior to completing the programme in its entirety, employers will not be eligible for a refund of co-funded fees paid.
- e) Refunds will be paid to the employer.

## **Apprenticeship Transfers**

In the event of the Adult Learning agreeing to a student transferring between apprenticeship programmes there will be no financial penalty, but if the apprenticeship transferred onto has a higher training and/or assessment cost the employer must pay the difference.

## **Outstanding Debts**

Any employer who has outstanding debts for apprenticeship fees will be asked to settle their debt prior to enrolling further apprentices.

## **Fees Statement Appeals Procedure**

All appeals and complaints regarding this statement should be addressed to the Assistant Head of Service, Planning and Service Quality, Carl Fiander ([carl.fiander@norfolk.gov.uk](mailto:carl.fiander@norfolk.gov.uk)), all appeals will receive a response within 7 working days.