

## Adult and Community Learning Fee Policy 2021/2022

### Policy Statement

St. Helens Council is a not-for-profit organisation. This policy has been produced regarding council policies and strategies and supports key council priorities and service objectives. In considering charging levels, consideration has been given to the wider community benefits that may be obtained from the provision of the service. The fees and charges are applied in a fair and consistent manner and will be regularly reviewed and updated to ensure they are fit for purpose.

As part of the council, ACL deliver programmes of learning to adults across the borough. Providers should develop and implement a policy on fee income/charging. Services are asked to seek more in fees from those who can afford to provide payment, ensuring that the maximum amount of public funding can be focussed on supporting disadvantaged learners.

The majority of funding is provided by Liverpool City Region, beginning 1<sup>st</sup> August 2019, under the Adult Education Budget. As part of the Pound Plus strategy, it is a requirement from the funders that we generate income through fees, funding from other sources, resources in kind and other sources of revenue/sponsorship/volunteering. The income generated must be invested in provision for those people in most need and can least afford it, developing a service for all.

ACL offer a range of adult education opportunities remotely and in local venues. Full details are available on request or on our website.

### FREE Courses include

#### **First Steps**

These programmes are available to help tackle stress and anxiety, as well as to improve self-confidence. Courses include the ACL Learn to Grow project which includes a variety of elements to help improve confidence, skills and motivation and is aimed to re-engage previous learners and engage new recruits who are finding it difficult to adapt to life after lockdown. Delivered through a blended learning approach, optional sessions include: an introduction to changing negative thought patterns; creating a personal journal including thoughts diary and scrapbook; helpful techniques to cope with stress and anxiety; improving wellbeing through photography; creating a worry and gratitude jar/journal. The programme links to the themes of Positivity, Stress and Anxiety, Resilience and Connections. Other courses include Digital Skills: Get Digital; Using iPads and Tablets; Internet and Email; Using Apps and Confidence Building: Positive Thinking; Coping with Stress and Anxiety. Courses are also provided to support volunteers, or budding volunteers gain relevant skills, such as safeguarding, creativity and emergency first aid.

#### **Short Online Qualifications**

Ascentis Short Online Qualifications (SOQs) aim to boost confidence/improve skills and can be taken alongside other programmes or separately. They include E3 Award in Internet Safety for IT Users; L1 Award Social Media and Online Safety; E3 Award Introduction to Safeguarding; E3 Award Healthy Living Wellbeing and Mental Health; E3 Award in Equality and Diversity; E3 Award in Introduction to British Values. Short Online Qualifications are designed to broaden horizons, create well-rounded individuals and enhance your learning experience, covering a diverse range of skills with practical applications in the world of work and study. They enhance enrichment and tutorial programmes, helping to support you with personal development, behaviour and welfare skills. Resources are online and interactive and therefore digital skills will be enhanced and improved, as will confidence and wellbeing. Support provided with digital skills and achievement of qualifications will give you the confidence to progress to other courses, volunteering and employment.

#### **Adult Skills Programme (English, Maths, ESOL)**

These courses are intended to enable you to develop skills and progress towards full level 2 qualifications. An integral part of these courses is the provision of advice, guidance and information about progression opportunities and a qualification to help towards either further education or employment. Courses include Functional Skills maths and English, ILSOL and ESOL qualifications. ACL also deliver non-accredited SPAG courses (Spelling, Grammar and Punctuation) to develop skills of parents/carers and support them to help their children with their homework

All of these programmes also aim to improve the literacy, numeracy and language skills of parents, improve parents' ability to help their children learn and to therefore improve children's acquisition of literacy, numeracy and language.

### **Employability programmes**

The E3/L1 Personal Development course includes units on how to reflect on your own personal development; how your personal skills, abilities and behaviours can be improved and problem solving and ways to develop skills to enable you to tackle problems in your daily life. This helps to build confidence and enables progression towards other courses and employment.

Other employability programmes include interview skills, CV writing and supporting job search.

The Level 1 Caring for Children course (delivered as Award and Certificate) includes modules such as Supporting Teaching and Learning; Working with Young People; Volunteering with Children and Young People; - Understanding how young children learn and develop. This course is aimed at adults who are interested in working with children and provides an established stepping stone to our Level 2 Supporting Teaching and Learning course (see below) which supports progression to employment.

### **FEE PAYING Courses include:**

**Level 2 Supporting Teaching and Learning:** This course is aimed at adults who are currently working as teaching assistants in Schools who are seeking a professional qualification, as well as adults wishing to gain a recognised qualification in order to gain employment as a teaching assistant. The full cost of the course is £800.

### **FEE remission**

Fee remission is available to those who are in receipt of active benefits. Proof of this will be required before the start of the course. Categories are listed below:

- Job Seekers Allowance
- Employment and Support Allowance
- Universal Credit
- Any state benefits and not currently in employment

Further fee remission is available for those who are employed and would be eligible for co-funding if you are earning less than £18,525 pa.

Our fees to partners and organisations for specific training and course delivery is based on tutor rates at Point 32, £25 per hour, including on costs and if applicable, administrative charges. There may be occasions when reduced costs are appropriate and these will be generally at 50% of these calculations.

### **Refunds**

Course fees are refundable if we have to close the course or you withdraw from your course **before it starts**. The registration fee will be retained. We may also give partial refunds if you have to stop taking the course for a medical or employment reason. You will need to provide a doctor's note or a letter from your employer.

### **Review**

The policy will be reviewed regularly/ annually in line with national changes to funding or local government procedures.

