

POLICIES & PROCEDURES

TITLE	FEES POLICY 2017-2018
AUTHOR	REDBRIDGE INSTITUTE
RESPONSIBLE OFFICER	ASSISTANT PRINCIPAL FINANCE & RESOURCES
APPROVED BY GOVERNING BODY OR INTERNAL PROCEDURE APPROVED BY SMT	GOVERNING BODY
DATE OF DRAFT SUBMISSION TO GOVERNING BODY	November 2016
DATE OF APPROVAL	
REVIEW DATE	November 2017

Equality Impact Assessment

Completed by Redbridge Institute		Not applicable – no significant changes	
Completed by London Borough of Redbridge		Outstanding – consultation under way	✓

FEES POLICY & SCALE OF CHARGES

The Fees Policy is set annually with effect from 1st April but will be reviewed in-year to take account of changes in Local and National Funding

1. Charges

1.1 General Principles

Some charge will be made for all services unless otherwise prescribed by Government, Skills Funding Agency (SFA) or local policy or where bespoke programmes are developed as part of the Institute's partnership/community provision. Fee charges will be calculated based on costs of provision (including annual inflation) and Government fee expectations.

A basic minimum hourly rate will be determined annually for standard courses. This will form the basis for all fee calculation. Course fees will be rounded up to the nearest pound.

The Institute will vary the hourly rate applied to some courses and will adjust fees according to market circumstances, where appropriate.

Higher fees will be charged for courses which are planned to run on low numbers. The Institute reserves the right to charge a higher fee or to refuse entry to individual learners where external funding will not be available to support learning or for non-priority courses or learners. A higher fee may be charged where the cost of provision is significantly higher.

Reduced fees or discounts for specific learners or programmes may be introduced from time to time for promotional purposes

Learners enrolling late onto programmes outside Adult Skills provision will be charged pro rata to the nearest half term. Learners enrolling late onto Adult Skills programmes will be required to pay the full fee (unless they have zero fee entitlement).

Charges will be calculated for corporate work on an individual basis.

All fees must be paid in advance unless an instalment agreement has been authorised and implemented or unless a letter promising payment has been received from an employer or government agency.

Redbridge Institute reserves the right to change a course fee, even if it has been advertised previously. This right will be exercised if an error has been made, or if there are changes to funding rules, the type of provision, minimum numbers or costs.

1.2 **Registration Fees**

A registration fee will be charged for each course or discrete programme of study as defined by Redbridge Institute unless Government, Skills Funding Agency or local policy requires free provision. The registration fee will be set at a level that will a) make a contribution to enrolment administration costs and b) make a contribution to the provision of support services.

1.3 **Exam Fees**

Exam charges levied by awarding bodies will be passed on for payment to individual learners or to sponsors, unless the learner is exempt from payment under Government, Skills Funding Agency or local funding regulations. These charges will be built into the course fee where possible. Where payment is due, exam entries will not be processed unless payment has been received. A "local fee" will also be charged to make a contribution towards exam board registration and administration costs.

Exam fee Exemption

Where there is exemption from exam fees, there will be no charge for entry to the primary examination attached to the learner's designated learning goal, provided that satisfactory progress and attendance has been confirmed by the tutor. A charge will be applied for entries which are not for the primary examination and which are not funded. A charge will be made if the individual fails to attend the exam.

Re-Sits

Where the learner has failed (or failed to achieve the required grade for the qualification aim) and is re-sitting within the same funding year, no charge will be made. Full charges will apply if the learner re-sits the following year. Where the learner wishes to improve a grade and the Institute allows a learner to re-sit a module, the full cost of a secondary course fee plus all exam fees and other charges will be charged to the learner. Those learners wishing to improve a grade and who are re-sitting within the same academic year will pay the full cost of entry, the local fee and an additional administration fee.

Learners who fail to turn up for the exam may be refused entry onto other courses. Refunds will not be paid and learners who have a free entitlement to an exam entry but fail to turn up may be invoiced for the cost. The Institute reserves the right to charge a supplement where an awarding body increases exam charges during the year.

1.4 **Transfer charges**

A transfer fee will be applied to all transfers requested by individual learners unless the transfer is the result of a course cancellation by Redbridge Institute or inappropriate advice and guidance or dissatisfaction with the original course. If a learner wishes to transfer the fee to a third party, written authorisation from the original learner is required.

1.5 **Other Learner Charges**

Learners who are required to pay a course fee and/or registration fee will also be charged the full cost of materials and consumables. Where possible,

materials and other charges will be applied to the course fee. Otherwise they will be charged on a weekly basis or as costs arise.

Administration, other overhead charges and direct costs incurred in connection with projects or externally procured provision outside core SFA funded activity will be charged back to the relevant project. This will include a flat rate for general administration plus additional costs as incurred.

Community associations reserve the right to charge an additional membership fee

1.6 **Lettings Charges**

Two separate hire charge scales will be applied to lettings. Both are subject to the lettings policy.

Public and Commercial Hire charges

Income generating lettings. These lettings will be subject to a minimum charge and a non-refundable deposit. In addition, a retainer will be required. The institute will withhold a portion of the retainer in the case of damage / additional cleaning / extra letting time taken.

Partnership Hire Charges

3 tiers of charge:

- Standard rate to cover full overhead costs of staff and premises
- Reduced - during operational sessions when additional overhead costs are negligible
- Discounted partnership rate for specific events agreed as part of the Community learning strategy

The full educational rate will be charged for all projects, with a reduced charge if the building is open.

1.7 **Informal Learning Groups**

In response to the Government's objectives set out in New Challenges, New Chances (Dec 2011), the Institute will continue to offer low cost accommodation to affiliated clubs and other groups formed by past learners who have developed sufficient knowledge and skills to continue to operate on a self-organising basis without the regular support of a teacher.

These clubs may be allowed to use Institute premises at non-peak times and where other accommodation needs allow. A termly fee based on the number of individuals will be charged, with a minimum number set for each venue to ensure rental costs are covered.

2. Fee Categories

2.1 General Principles

The fee charged will depend on:

1. Whether a learner is eligible for Government funding
Learners not eligible for Government funding are full cost learners and will be charged the full cost of a course place and all additional charges. They are not entitled to any learner support.
2. The type of course and where the learning takes place
 - Some courses will be fully or part-funded by the Government or third parties.
3. The learner's fee status
There are three levels of funding available for learners:
 - Full Funding – no fee will be charged
 - Co-Funding – learners will pay the advertised price for the course and will be entitled to a reduced price or free course if they are on certain state benefits
 - No funding – learners will be charged the full cost of a course place and all additional charges. If the course is eligible for a student loan, learners over 19 years of age may choose to pay by taking out a loan if they are not entitled to subsidised tuition. Limited provision may be provided at low cost for non-fundable priority learners who meet locally agreed priority criteria.

This policy refers to classroom based learning. There are separate rules for work-based learning.

Fee exemption and reduced fees are set in line with The Government's objectives outlined in New Challenges, New Chances (Dec 2011) which include the expectation that "those who can afford to pay should pay" and that "public funding should be refocused on those who need it most".

Learners must have been permanently resident in the UK for 3 years and eligible for Skills Funding Agency funding to be eligible for reduced fees or fee exemption. This is in addition to any funding eligibility criteria and applies to all courses.

Evidence of entitlement is always required and in the case of benefits the applicant must be receiving benefit at the time of enrolment. Evidence must be current (within last 6 months)

2.2 Full funding (Zero Fees)

A. Adult Skills Courses

The following learners will not pay any course tuition fees, exam fees, registration or other course charges. (Note: Free exam entry will only be authorised where examination entries relate to the primary examination attached to the designated learning goal and provided that satisfactory progress and attendance has been confirmed by the

tutor)

- Learners aged 16-18 on their start date and enrolled on intermediate/advanced level apprenticeships or higher apprenticeships at levels 4,5 and 6 for their non-prescribed higher education learning aims
- Learners aged 16-24 on the day they start traineeships, where they have not achieved a full level 3 qualification.
- Learners aged 19 or older who are not starting an apprenticeship and
 - Are starting GCSE English or Maths where they do not currently have these qualifications at grades A* to C
 - Are progressing towards GCSE English or maths at grade C or above, and are starting English or maths at a level above that at which they have been assessed
- Learners aged 19 to 23 on the day they start any of the following:
 - Entry level and level 1 learning aims, excluding English, maths or ESOL, where they have a maximum prior learning accreditation of level 1 and are progressing to a full level 2 qualification
 - Level 2, excluding English, maths or ESOL, which are not classed as full, where they have a maximum prior learning accreditation of level 1 and are progressing to a full level 2 qualification
 - Their first full level 2 qualification
 - Their first full level 3 qualification
 - Their first level 4 qualification (30 credits or more) without having achieved a first full level 3 qualification
- Learners aged 24 and older on the day they start learning aims up to and including level 2 who need help to move to work, progress in work or remove a barrier to getting into work, and who are one of the following:
 - Released on temporary licence (RoTL), undertaking learning outside a prison environment and not funded through OLASS
 - Receiving Jobseeker's Allowance (JSA), including those receiving National Insurance credits only
 - Receiving Employment and Support Allowance (ESA) and are in the work related activity group (WRAG)
 - Receiving Universal Credit and mandated to undertake skills training
- Redbridge Institute policy (allowable under SFA funding rules at provider's discretion):
 - Authorised helpers in attendance to assist and provide direct support to a person with a disability (materials, registration and other charges may apply)
 - Learners aged 19 to 23 on the day they start learning aims up to and including level 4 and individuals aged 24 or older on the day they start learning up to level 2 who are unemployed and:
 - (a) Want to enter employment and believe skills training will help them to do so and where their learning is directly relevant to both the individual's employment prospects and the needs of the local labour market; and
 - (b) Are receiving any of the following benefits or are an unwaged dependant of someone receiving any of the following benefits

- Universal Credit but not mandated to under skills training
- Income Support
- Housing Benefit
- Council Tax Benefit
- Pension Credit
- Carer's Allowance

Students claiming full funding under these criteria will be required to complete a self-declaration that they are not working and actively seeking work

B. Community Learning, Partnership & Other Programmes

The following learners will not pay any course tuition fees. Registration, materials and other charges may be applied.

- Priority groups on community learning programmes identified in the community learning plan
- Learners on Family English, Maths & Language (FEML) programmes
- Unemployed economically inactive learners on Community English programmes
- Low income learners who have not been in the UK/EU for 3 years but who meet local priority strategy criteria
- Authorised helpers in attendance to assist and provide direct support to a person with a disability
- Bespoke programmes developed with partners where the Service Level Agreement includes provision for a fully funded programme

2.3 Co-Funding

The following learners are entitled to co-funding and will pay the advertised price unless they qualify for full funding.

A. Adult Skills Courses

- Learners aged 19 or older on the day they start intermediate level apprenticeships, advanced level apprenticeships, higher apprenticeships at levels 4,5 and 6 for their non-prescribed higher education learning aims
- Learners aged 19 or older on the day they start ESOL learning aims
- Learners aged 19-23 on the day they start
 - Entry-level, level 1 and level 2 learning aims (excluding English, Maths or ESOL) where they have previously attained a full level 2 or above
- Learners aged 24 or older on the day they start entry-level, level 1 and level 2 learning aims (not English or maths or ESOL)

B. Community Learning Courses

- All learners on core community learning programmes unless they qualify for full funding. Co-Funded learners on Community Learning programmes may also be entitled to a reduced price (concessionary fee).

- Learners on Family Learning and Neighbourhood Learning programmes. Hour banded rates will apply – see scale of charges - and materials and other charges may be applied.
- Bespoke programmes developed with partners where the Service Level Agreement includes provision for a co-funded programme. Where there is a minimum fee expectation and where the partner fails to recruit sufficient numbers, the partner will be liable to pay the balance

C. Subcontracted Provision

Where subcontractors are delivering SFA funded provision on behalf of Redbridge Institute, the Board of Trustees will set and publish its own fees policy which will be subject to approval by Redbridge Institute.

2.4 No Funding

Learners not specified in the full-funding and co-funding sections above will not be eligible to be funded either in full or part and will have to pay the full cost of the course plus any additional costs.

Level 3 and Level 4 Learners

Learners enrolling on eligible level 3 or 4 programmes who are aged 19 or over will be entitled to apply for a loan through the Student Loans Company. Course fees for level 3 and level 4 programmes will be set in line with the funded value of the course.

3. Reduced Price (concessionary fees)

- 3.1 Co-funded learners on Community Learning core programmes are entitled to a reduced price (concessionary fee) for their learning if they are:
- in receipt of Job Seekers Allowance
 - in receipt of Employment Support Allowance
 - in receipt of universal credit, income support, housing benefit, council tax benefit (not exemption unless category U), working families tax credit (not child tax credit) with income below £16,105 or other income-based state benefit
 - an asylum seeker in receipt of the equivalent of an income-based state benefit
 - in receipt of disabled persons tax credit
 - in receipt of pensions guarantee credit
 - an unwaged dependent of someone in one of the categories above
- In addition, the Governing Body has set a local fees policy to allow concessionary fees for individuals:
- in receipt of carer's allowance

Reduced fees only apply to course fees - not to registration, exams, materials or other charges.

4. Payment

- 4.1 Payment may be made by cash, cheque, mastercard or visa. Authorised vouchers may be accepted in some circumstances. Receipts will be issued to the registered learner with whom the contract for service provision has been made unless an employer or other organisation is sponsoring an enrolment, in which case an invoice will be issued to that organisation and the receipt will be issued on receipt of payment accordingly. Payment will be credited to the learner's account even if actual payment has been made by a third party on behalf of the learner.
- 4.2 **Instalments**
Instalment payments will be accepted for most courses of 12 weeks' duration or more. Instalment payments, where granted, will not be accepted from learners who are not UK residents. Instalment payments will be accepted towards course fees only and are subject to a signed credit agreement. An additional charge will be made as a contribution towards the additional administration costs. An initial payment including one third of the course fee, the registration fee, the instalment supplement (if levied) and any applicable materials charges will be taken at the point of enrolment. Invoices requesting payment of the balance will be issued within 1-2 months of the start of the course. Invoices will include details of how to pay and how to make arrangements to spread payments of the outstanding balance if needed. All outstanding debts will be pursued as far as is economically viable. Learners may be excluded for non-payment of fees. Redbridge Institute reserves the right to refuse this payment option in all cases.

5. Withdrawals

- 5.1 Withdrawal is the complete termination of a learner's registration in both the programme of study and all units associated with it.
- 5.2 **Withdrawal by a Learner**
If a learner is planning to withdraw from a course at Redbridge Institute, the learner must:
1. Make an appointment with the curriculum team to explain the reasons and to let them know what they are planning to do next.
If the learner cannot withdraw in person, they should telephone or email the relevant Team Administrator, supplying the following details: Name, date of birth, date of withdrawal, reason for leaving and what they will be doing next (eg. Work, another course)
 2. Pay any outstanding fees (including any monies still due under instalment plans) and repay any monies received from the discretionary learner support fund or bursary fund.
 3. Return any Redbridge Institute property

Learners on Job Seekers Allowance, Employment Support Allowance or Universal Credit and who are actively seeking work must also:

4. Complete a self-declaration letter indicating that the reason for withdrawing is due to obtaining employment that prevents them from continuing the course. Failure to do this may affect their benefits.

Learners who have a Student Loan must also:

5. Complete the Student Loans Company Withdrawal Form. Failure to do so may mean that the loan liability will continue to increase.

5.3 **Withdrawals of a course offer / place by Redbridge Institute**

a) Absence - Automatic withdrawal of a learner by Redbridge Institute

Redbridge Institute will automatically withdraw a student from a course because of non-attendance or non-participation of any element of their agreed learning plan after four consecutive weeks of absence from planned sessions of their course. If a learner knows of a reason why they are going to be absent for more than four weeks, they must send information to the respective curriculum team in writing explaining why they are going to be absent, and the timeframe of this absence. Redbridge Institute reserves the right to withdraw the learner after four weeks absence if we are not satisfied that the learner is going to genuinely return to their programme of learning and to invoice for any outstanding fees.

b) Behaviour - Automatic withdrawals by Redbridge Institute due to violations of the Learner Code of Conduct

Redbridge Institute reserves the right to suspend a student from their programme of learning at any time during the course. This may be initiated as a result of disciplinary issues, non-payment of tuition/fees, or incomplete admission/health records, or other situations where the learner code of conduct is broken. The learner will receive confirmation of this in writing, and be told which set of administrative procedures apply, indicating that the learner may be withdrawn from their programme of study. The learner may be invoiced for any outstanding fees or costs incurred.

Funding regulations require accurate recording of withdrawals on the learner's electronic learning record. If a learner leaves early it is crucial that any recorded achievement has credibility and can be justified. The Management Information Systems team will review achievement of learners who leave early to ensure these judgements are accurate and credible.

6. REFUNDS

6.1 The general policy is that fees are not refunded unless there is a statutory requirement to do so or unless the Institute is unable to provide the course. There is no obligation for the Institute to refund course fees unless the service is not provided with reasonable care and skill. The refund policy, which does not affect statutory rights, is as follows:

1. Automatic Full Refund, including registration fee:
 - a) Courses cancelled by Redbridge Institute prior to their opening
 - b) Courses cancelled by Redbridge Institute within three meetings
 - c) Learner dissatisfaction with a course, reported in writing prior to the start of the fourth meeting, and unresolved to the learner's satisfaction
 - d) Learner dissatisfaction with a course as a result of a merger or a transfer from a closed class, reported in writing prior to the start of the fourth meeting of the transfer or merger, and unresolved to the learner's satisfaction
 - e) Learner cancellation, notified in writing within 14 working days of initial booking and prior to attending the course (under the Consumer Protection (Distance Selling) Regulations 2000, if there has been no face to face contact with the Institute at the point of enrolment, there is a right to cancel the course within 7 days of signing the agreement. However, this Refund Policy allows that statutory period to be extended to all enrolments and to a maximum of 14 days providing the course has not commenced during that period)
2. Automatic refund of the amount due to:
 - (a) an overcharge in error
 - (b) transfer to a lower priced course following cancellation of a course by Redbridge Institute
3. Pro Rata refund of tuition fee may be claimed for:
 - (a) temporary cancellation of classes for more than two meetings, where the revised arrangements for future meetings are not satisfactory to the student
 - (b) permanent withdrawal from a course by a learner due solely to a long-term new medical condition of the learner which prevents attendance on the course, or of a person for whom the learner has a permanent care responsibility, reported in writing and supported by the written advice of a qualified medical practitioner.

Other refund requests will only be granted in exceptional circumstances, such as a close family bereavement, notified in writing to the Resources Director.

In the case of a change of mind or a change in circumstances, the Institute will normally authorise a credit of fees to last for 12 months so that fees can be transferred to another course. Refunds will not be authorised in these circumstances.

Note: Refunds under section 3 will not be processed for amounts under £10. Where a refund under £10 has been authorised in principle, the amount refundable will be held on credit for payment towards future enrolments. Credits must be used within 12 months of authorisation date.

4. An administration charge of 10% of the full course fee is made on all refunds/ credits under Section 3
5. Material charges and other non-tuition fees, including the Registration fee, are not refundable
6. Examination entry fees are non-refundable, except as provided in Examination Board Regulations
7. Refunds for original payments made by credit/debit card must be refunded onto the original card. As card details are not stored, the cardholder will be required to present the card or card details again before the refund can be processed.
8. All refunds will be made to the registered learner unless (a) the registered learner provides written authorisation to make a payment to a third party or (b) the enrolment is being sponsored by an employer or similar organisation.
Payments made by third parties on behalf of a learner form a contract between the registered learner and the third party. If a refund is due to a learner and a third party (other than an employer or other organisation sponsor) made the original payment on the learner's behalf, the refund will still be made to the registered learner. If the original third party payment was made by credit/debit card the cardholder will need to present the card or card details again and the registered learner will need to sign to confirm payment can be refunded to the third party.
9. The decision of the Principal or delegated Officer is final.

ANNEX 1
SCALE OF CHARGES – 2017-2018
Redbridge Institute Internal Use Only
Effective from 1st April for newly published courses and activities

Course Fee Charges				
Charge	Notes	Charging Basis	Charges Excluding registration £	£10 Registration to be added
Community Learning				
Community Learning programmes	A higher fee may be charged for non priority courses or for courses planned on low numbers	Standard Fee Per hour	4.05 per hr	Yes
		Concessionary Fee Priority groups on core community provision	0.00	See service level agreement
		Concessionary Fee Other learners within specified categories (40%)	1.62 per hr	Yes
	Banded price scale. Materials and other charges may be applied	Neighbourhood Learning programmes and Ineligible learners on designated provision 0 – 39 hours 40+ hours Unemployed / economically inactive learners on Community English	Registration plus 5.00 fee 10.00 fee Free	Yes Yes No
		Family Learning programmes	To be confirmed	
Bespoke community programmes	Community programmes developed with partners for disadvantaged or priority learners	All learners Registration and/or materials charges may be applied	0.00	See service level agreement

Community Programmes E.g. Vibrance delivered by external agencies	Based on: Direct Tutor Cost + 25% towards overheads	Aim: To support community partners/meet partnership targets	38.75 per hr	No
Adult Skills				
Adult Skills programmes	Excludes Maths & English programmes which are free to all	Standard Fee	4.05 per hr	Yes
		Concessionary Fee JSA/ESA or not working, actively seeking work and on specified benefit	0.00	No
	Maths and English courses /English GCSE	All learners	0.00	No
Level 3 programmes		Learners under 24 On first full level 3 or 4 programme	0.00 per hr	No
		Learners aged 19 or over on first day of course where not first full level 3/4 and all learners 24+	Full funded value (may be entitled to student loan)	No
Full Cost Learners	Ineligible learners enrolling on mainstream SFA funded provision alongside SFA fundable learners		12.00 per hr	Yes
Full Cost				
Full Cost Programmes	Courses not funded by SFA but part of planned provision Minimum 10 learners No registration fee Any additional accommodation costs to be added	All learners (no concessions) Standard Tutor Rate Higher Tutor Rate	Fee per learner 5.00 per hr 6.00 per hr	Yes Yes
Commercial Bespoke	Based on: Direct Tutor Cost +	Aim: to generate new	Fee per course	

Programmes	accommodation @ full educational classroom rate + 25% towards overheads	business/diversify income	90.00 per hr	No
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Other Charges			
Charge	Notes	Charge	
Registration		£ 10.00	
Informal Learning Group Rate	Gearies: Minimum charge will be applied equivalent to 14 members Other venues: – minimum charge to cover rent	£16 per person per term	
Local (Centre Admin) Exam Fee	Standard	£13 per entry	
Exam resit fee	Resits within current academic year, within ILR dates and where authorised by Head of Curriculum	0.00	
	Resits outside funding year – subject to exams policy Note: course fee may also be charged	Full exam fee plus local fee	
Transfer Fee		£ 5.00	
Instalment Supplement	Based on a 5% sliding scale	Charge £	
		0 – 100	5.00
		101 – 150	7.50
		151 – 200	10.00
		201 – 250	12.50
		251 – 300	15.00
		301 – 350	17.50
		351 – 400	20.00
		401 – 450	22.50
		451 – 500	25.00
	Calculation required for fees over £500		
IT Specialist room lettings charge – external projects	Educational classroom rate		
Sales Margin		10% - 20%	

Attendance letters		No charge
Charge for Signing Home Office Docs.	Full cost of admin scale point 21 for 30 mins	£ 8.00 per document
Charge for Photo taken at Exam for immigration purposes		£ 30.00 per photo per exam
Naturalisation papers	Processing and Signing papers	£80.00 per verification
Dyslexia testing		£30.00 per test
Materials charges	To be based on actual costs plus 10% To be added to fee or to be levied separately – Resources Director to agree	
Overhead and General Administration Charge for all Externally funded projects, including SFA work outside core programme	To cover all basic services including information, advice & guidance, enrolment, data entry, funding returns, payroll processing, orders, room bookings, quality measures, CPD organisation, secretarial support etc	15% of total project income

Parking at Gearies Centre	
0 - 3 hours	60p
3 - 4 hours	70p
4 – 7 hours	£ 1.20
Over 7 hours	£ 10.00

ANNEX 2
LETTINGS CHARGES – 2017 - 2018
 Prices per Hour

Public & Commercial Hire Charges		£ per hour	£ per hour
	Available between	Hall	Classroom
Monday – Saturday daytime	9.30am - 5.00pm	84.00	71.00
Monday – Thursday evening	5.00pm - 9.30pm	84.00	71.00
Friday & Saturday evening	5.00pm - 11.30pm	105.00	Not available
Sunday daytime	9.30am – 5.00pm	111.00	Not available
All bookings subject to minimum 2 hours charge Deposit £100 payable on booking. Full payment payable before event. £100 retainer required. This will only be returned if all conditions met.			

Partnership Hire Charges (subject to approval by Principal / Assistant Principal Finance & Resources)		£ per hour	£ per hour
		Hall	Classroom
Standard partnership rate		71.00	63.00
Reduced partnership rate when RIAE already operating		35.50	31.50
Discounted Partnership Rate for specific events agreed as part of Community Learning Strategy		18.00	16.00
All bookings subject to minimum 2 hours charge Full payment payable before event.			

All charges inclusive of Institute chairs and tables.
 The kitchen is not available. There are no facilities on site to prepare or heat food.
 Hire of flipcharts and similar equipment will be £10 per item.
 Printing facilities are available in some rooms but will be subject to charge.

Car parking is free on Saturday evenings from 5pm and all day Sunday. Charges apply at all other times.

Terms and conditions apply.

TITLE	Fees Policy 2017 - 2018 Annex 3 Subcontracting – Supply Chain Fees & Charges Policy 2016 - 2017
AUTHOR	Redbridge Institute
RESPONSIBLE OFFICER	Principal
DRAFT DATE	
APPROVAL DATE	November 2016
REVIEW DATE	December 2017

Approval	Signature	Date
Principal Joni Cunningham		
Chair of Governors Margaret Partridge		

Fees & Charges Policy - ANNEX 3

Subcontracting – Supply Chain Fees & Charges Policy 2017-2018

Background

Skills Funding Agency (SFA) Rules require each provider to publish its subcontracting policy and fees charges.

Context:

Redbridge Institute currently subcontracts with 1 training provider.

Strategic Objectives

Working in partnership with sub-contractors underpins the strategic plan by helping to meet the following strategic objectives:

Learners

To keep learners at the centre of all we do ensuring their safety and wellbeing, providing effective support and involving them in planning and improving our services. By working with key partners, we are able to support the community to access teaching and learning that we, as Redbridge Institute, do not have the resources to provide directly.

Curriculum and Quality

To provide easy access to a wide range of high quality courses which meet the needs of learners and the local communities and businesses we serve. Again, working with subcontractors allows us to offer a wider and greater choice of learning to the local community.

Collaboration and Partnership

To work effectively with the voluntary and community sector, the business community, schools and other stakeholder organisations to increase learner participation and progression to further study and work by offering a wider and great choice of learning to the local community. Examples include: specialist adult skills training; access to Apprenticeships, or access to specialist training for adults with Learning Difficulties and or Disabilities (LLDD) and young people not currently in education, employment, or training (NEET) provision.

Finance

To ensure a robust financial position in a time of reducing Government funding through efficiencies, targeted growth, diversification and development of shared services

Subcontracting Process

Stage of process	Action	Further details
Stage 1	Expression of Interest Submitted	Request sent into Principal

Stage 2	Due Diligence checks Pre-screening checks completed, these include: ID checks (e.g. companies house, charity commission), confirmation of UKPRN, successful assurance gateway submission(if relevant), FE choices score (if relevant), National Success rates(if relevant), ICO Registration, Financial Health), Health and Safety, Awarding Body registration. Preliminary partnership meeting	Principal or Assistant Principal Finance & Resources with support from Facilities Manager and relevant Assistant Principal for Curriculum
Stage 3	Supply chain fees and charges policy is communicated to and discussed with proposed subcontractor	
Stage 4	Service Level Agreement and contract completed and signed by all parties	Principal agrees contract and Service Level Agreement with subcontractor
Stage 5	Partnership meetings initiated to monitor contract performance and review supply chain fees and charges policy	Principal, together with relevant Assistant Principal, initiate regular cycle of partnership monitoring meetings.

Redbridge Institute reserves the right to terminate the process at any of the above stages. The process will stop and feedback will be given. If successful, all due diligence evidence will be stored for the duration of the contract.

The Importance of High Quality Teaching, Learning and Assessment

High quality teaching, learning and assessment are crucial to the success of learners on subcontracted provision. As a result Redbridge Institute has the following expectations of subcontractors:-

- i) Subcontractors to attend regular partnership meetings to support monitoring and the success of the subcontract.
- ii) Subcontractors undertake effective continuous professional development of their staff and as such would be invited to the Institute's own CPD programme.
- iii) The Institute provides relevant development opportunities arising from both observation and learner feedback to relevant staff of subcontractors
- iv) Opportunities to share outstanding practice are identified and implemented
- v) Subcontractor teaching, learning and assessment is observed by either subcontractor or Redbridge Institute staff as agreed by the Assistant

Principal Quality at Redbridge Institute. Feedback to teaching or assessment staff of the subcontractor is to help drive improvement, but is sensitive and supportive.

Fees

Redbridge Institute charges a management fee of 15%. For this Redbridge Institute will offer the following support :-

- i) Management Information support
- ii) Regular performance monitoring reports for Partnership meetings
- iii) Marketing Opportunities, e.g. free advertising in the Redbridge Institute prospectus.
- iv) Regular help desk support

- v) Partnership meetings to undertake sub-contract performance and to communicate and discuss supply chain fees and charges policy
- vi) Quality review of course and learner documentation
- vii) Support for improving Teaching, Learning and Assessment, including access to in-house CPD
- viii) Access to discretionary financial learner support for eligible learners

In addition to teaching and operational costs incurred in meeting the terms of the contract, subcontractors are expected to meet Additional Learning Support needs from payments made to the subcontractor under the terms of the contract.

Payments

The college will ensure that the following details are recorded:

- a) Name of the subcontractor
- b) UKPRN number of the subcontractor
- c) Contract start and end date
- d) Type of provision including relevant learning aims
- e) Funding paid to subcontractor
- f) Funding retained by the college for management fee

On the Payment Dates, (subject to an invoice and Funding Agency income being received), the college will pay to the Sub-contracted partner such part of the price due to the Sub-contracted partner as relates to each programme or fraction of a programme completed in the preceding payment period (and for which learners are enrolled on the monthly return for that period). The payment dates will reflect but be one month in arrears of the Funding Agency date subject to the following:

- a) Learning aim is 24 weeks or more then minimum stay is 6 weeks
- b) Learning aim is 2 to 24 weeks then minimum stay is 2 weeks
- c) Learning aim is less than 2 weeks then minimum stay is 1 learning session.

The price will be calculated in based on the funding generated by Adult Skills funding methodology minus the 15% management fee. For adult community learning funding will be generated based upon an average funding per student guided learning hour of £7.00 for a fully funded learner, subject to any sub-contract based on a historical arrangement. However the Institute reserves the right to review any historical arrangement at the end of an agreed sub-contract period.

No payment will be made in relation to the participation in a programme of any learner who:

- a) has not been enrolled in accordance with the provisions relating to enrolment contained in this Agreement
- b) is a person considered under the Guidelines to be fully funded by a source other than the Funding Agency or funded by the Funding Agency more than once in relation to the same Programme; or
- c) has withdrawn prior to 6 weeks from start date for a programme of 24 weeks or more; 2 weeks or programme between 5 to 24 weeks, has enrolled but never attended, or cancelled or not achieved

No payment will be made in relation to a learner where the Sub-contracted partner has failed to notify the college of any relevant attendance or achievement by that learner.

Redbridge Institute will not be under any obligation to make overpayment to the Sub-contracted partner in respect of Learners or Funding over and above any upper limit on the number of Learners of Funding (as the case may be) permissible on the programme(s) which is agreed between the parties.

If Redbridge Institute pays the price to the Sub-contracted partner in relation to any Learner who is subsequently demonstrated not to be eligible for payment of the Funding by the Funding Agency, the Institute will be entitled to be fully refunded by the Sub-contracted partner. At the discretion of the Institute such refund will either be payable within 30 days on notice by the college to the Sub-contracted partner or may be deducted from the price payable in relation to the subsequent payment period.

If (in respect of any Funded Learner) the Funding Agency shall for any reason whatsoever (being a reason outside the control of the Institute) refuse or fail to pay the fees of any funded learner Redbridge Institute shall be under no obligation to pay any part of the price relating to that funded learner to the sub-contractor and any part of the price relating to the said funded learner shall be fully refunded to the Institute by the sub-contractor.

Redbridge Institute reserves the right to restrict the level of funding to that agreed depending on monitoring performance, and the total demand on the Institute's

funding. Redbridge Institute will serve the sub-contractor eight weeks' notice of the implementation of such a restriction.

Timing for Policy Review

This policy will be reviewed by the Governing Body with the fees policy on an annual basis and published on the Institute's website.

Current subcontracting arrangements

Redbridge Institute currently subcontracts with the following:

The Redbridge Council for Voluntary Service		
UKPRN	10005411	
	2014-2015 Actual	2015-2016
Contract Start Date	1 st September 2014	1 st September 2015
Contract End Date	31 st July 2015	31 st July 2016
Type of Provision	Community Learning	Community Learning
Funding from Skills Funding Agency	£46,800	£46,800
Funding paid to Subcontractor	£39,780	£39,780
Funding retained	£ 7,020	£ 7,020
Funding paid by Subcontractor	0	0