

LONDON BOROUGH OF BRENT

**EXECUTIVE MEETING
21.07.03**

FROM THE DIRECTOR OF EDUCATION, ARTS & LIBRARIES

NAME OF WARD(S)
ALL

**REPORT TITLE: Brent Adult & Community Education Service: Fees and Charges
for the Academic Year, 2003/4**

1.0 SUMMARY

- 1.1 This report outlines the proposals for fees and charges for Brent Adult and Community Education Service (BACES) for 2003/4.

2.0 RECOMMENDATIONS

- 2.1 That members approve the fee structure for BACES for the academic year 2003/4, as set out in Appendix A.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The proposals are aimed at optimising the income generated by fees and charges. Failure to agree the proposals will result in a loss of projected income and may mean that compensatory reductions will have to be found elsewhere within the service's budgets. However, as BACES funding is derived from the Learning & Skills Council (LSC), this would have no direct financial impact upon the Council.

4.0 STAFFING IMPLICATIONS

- 4.1 No staffing implications arise from the recommendations contained within this report.

5.0 LEGAL IMPLICATIONS

- 5.1 No legal implications arise from the recommendations contained within this report. The proposals have taken into account the requirements of relevant legislation.

6.0 DETAIL

Charging principles and policy

- 6.1 The proposals contained within this report are intended to optimise the income streams available in order to meet income targets.
- 6.2 In keeping with objectives of the Learning & Skills Council, and of the Council's Corporate Strategy, to reduce social exclusion and to promote lifelong learning, and specifically to increase use and to widen participation in learning, the policy of BACES is to make its services easily accessible to all residents. Clearly, access to services, particularly by disadvantaged members of the community, is potentially limited by high fees and charges. The ability of users to pay, and the desirability of ensuring that facilities are accessible to the community, have therefore been key factors in determining officers' recommendations.
- 6.3 In developing their proposals, officers have also taken in to account:-
- i. Comparative charges made, for example, by neighbouring Boroughs or, where appropriate, by commercial competitors
 - ii. The potential impact of increasing charges on levels of use, income recovery rates
 - iii. The need for consistent and standardised charges across each service
 - iv. Clarity and ease of comprehension by users and staff

Proposed revisions and commentary

- 6.4. An increase in the basic hourly rate is proposed, from £2.05 to £2.10. In the case of more intensive courses, a whole course fee is charged, rather than a fee per hour. This rate will be set taking into account the level of individual support required. In the case of provision delivered as sessions, rather than courses, a specific fee will be charged that takes into account the target group. Concessions are not available for these sessions.

7.0 BACKGROUND INFORMATION

The following papers were used in the compilation of this report:-

- i) Report 0032R to the Education, Arts and Libraries Deciding Committee 17th May 2002.

Any person wishing to inspect the above papers should contact

John Fitzpatrick, Head of Service, BACES Headquarters, 1 Morland Gardens,
Stonebridge, London NW10 8DY. TEL: (020) 8838 0808
FAX: (020) 8838 1412 E-mail: john.fitzpatrick@brent.gov.uk

EXEC-21.7.03/0002R/JF/MP/Lead Officer J. CHRISTIE

BRENT ADULT AND COMMUNITY EDUCATION SERVICE FEES AND CHARGES 2003/4

1. Scope

- 1.1 The fee structure covers all courses funded by the Learning and Skills Council (LSC) and delivered by BACES. From time to time BACES will deliver specific, customised courses at full cost that are not included within the scope of this policy.
- 1.2 Fees quoted are per course hour. In the case of the more intensive courses, a whole course fee will be charged rather than a fee per course hour. This rate will be set giving due consideration to the level of individual support required (as in the case of teacher training) and to BACES' objective of increasing student access to learning opportunities (for example, GNVQ courses)
- 1.3 In the case of provision delivered as sessions rather than courses, a specific fee will be charged which takes in account BACES commitment to target particular groups. Concession are not available for these sessions.

2. Fees

- | | | |
|-----|---|---|
| 2.1 | Fees for courses in ESOL, Basic Literacy and Numeracy and courses specifically designed for people with learning difficulties or disabilities | NO FEE |
| 2.2 | All courses other than those described in 3.1 and which are funded by the Learning and Skill Council – fee per course hour | £2.10
(30week course
of 2 hours - £126) |
| 2.3 | Family Learning | Adult £2.10 per hr

Child £1.00
(contribution to
materials) |
| 2.4 | The cost of materials used by students is not included in the above fees. | |

3. Concessions – Accredited Courses

- 3.1 Full fee remission is given to eligible students on LSC funded provision. This full fee remission is funded by LSC. (These include NVQ, City & Guilds courses).
- 3.2 The fee for non-vocational courses, which offer direct progression to accredited provision, will be brought into line with that for vocational courses. Full remission is funded by the LSC.
- 3.3 Men and women (or unwaged partner) in receipt of a means tested benefit, e.g. Jobseekers Allowance, Income Support, Family Credit, Invalidity Benefit, Housing Benefit, pay one third of the fee.
- 3.4 Men and women (or unwaged partner) who are over 60 and not in employment pay one third of the full fee. Over 60s are also eligible for the full fee remission as listed in Section 3.1 and 3.2 and are not in receipt of an occupational pension
- 3.5 Taster courses and Learning is Fun for Everyone Summer courses are free.

4 Concessions Non-Accredited Courses

These are courses that do not lead to accreditation e.g. choral singing, keep fit, etc.

- 4.1 Men and women (or unwaged partner) in receipt of a means tested benefit, (e.g. Jobseekers Allowance, Income Support, Family Credit, Invalidity Benefit, Housing Benefit) pay one third of the full fee.
- 4.2 Men and women (or unwaged partners) who are over 60 and not in employment pay one third of the full fee.
- 4.3 Courses specifically designed for older learners e.g. the Over 50s day at Willesden Green Library Centre are charged at one third of the full fee.

5 Notes of explanation

- 5.1 No charges are made for:-

Students in receipt of a means tested benefit

Students attending courses in essential basic skills, ESOL, Literacy and Numeracy

All students attending courses specifically designed for adults with learning difficulties or disabilities.

- 5.2 In exceptional circumstances, young people under 16 will be considered for enrolment, but only if they have parent/guardian and Head teacher approval. There is no fee remission for young people under the age of 16.

- 5.3 Courses of study in ESOL, Literacy and Numeracy are provided at no cost to students as without these essential skills students are denied access to all other learning opportunities.
- 5.4 Students enrolled in Literacy, Numeracy or ESOL courses leading to public examinations at GCSE level and above will not be granted the above concessions but will be charged at the appropriate rate set out in section 3
- 5.5 All students attending courses specifically designed for adults with learning difficulties or disabilities will pay no fee.

6. Refunds

- 6.1 Fees will be refunded only if BACES closes a class prematurely.
- 6.2 A pro rata refund of the fee will be made in circumstances where the service closes classes prematurely.
- 6.3 Any other claim for refunds will be entirely discretionary and will be met only in exceptional circumstances upon permission being granted by the authority through the Principal of BACES. Any such claims for refunds must be lodged within four weeks of the student's withdrawal from the class.

7. Waivers

- 7.1 In exceptional circumstances, and subject to the policy at BACES at the time of application, fees may be waived in part or in full upon permission being granted by the authority through the Head of the Service.

Notes of Explanation

It is necessary to ask for written applications for the consideration of waivers. Applicants may receive assistance in submitting written applications.

8. Examination Fees / Accreditation Fees

- 8.1 It should be noted that all the above fees are exclusive of any examination/accreditation fees. These fees cannot be refunded.

BRENT ADULT AND COMMUNITY EDUCATION SERVICE FEES AND CHARGES 2003/4

1. Scope

- 1.4 The fee structure covers all courses funded by the Learning and Skills Council (LSC) and delivered by BACES. From time to time BACES will deliver specific, customised courses at full cost that are not included within the scope of this policy.
- 1.5 Fees quoted are per course hour. In the case of the more intensive courses, a whole course fee will be charged rather than a fee per course hour. This rate will be set giving due consideration to the level of individual support required (as in the case of teacher training) and to BACES' objective of increasing student access to learning opportunities (for example, GNVQ courses)
- 1.6 In the case of provision delivered as sessions rather than courses, a specific fee will be charged which takes in account BACES commitment to target particular groups. Concession are not available for these sessions.

2. Fees

- 2.1 Fees for courses in ESOL, Basic Literacy and Numeracy and courses specifically designed for people with learning difficulties or disabilities NO FEE
- 2.2 All courses other than those described in 3.1 and which are funded by the Learning and Skill Council – fee per course hour £2.10
(30week course
of 2 hours - £126)
- 2.3 Family Learning Adult £2.10 per hr

Child £1.00
(contribution to
materials)
- 2.4 The cost of materials used by students is not included in the above fees.

3. Concessions – Accredited Courses

- 5.6 Full fee remission is given to eligible students on LSC funded provision. This full fee remission is funded by LSC. (These include NVQ, City & Guilds courses).

- 5.7 The fee for non-vocational courses, which offer direct progression to accredited provision, will be brought into line with that for vocational courses. Full remission is funded by the LSC.
- 5.8 Men and women (or unwaged partner) in receipt of a means tested benefit, e.g. Jobseekers Allowance, Income Support, Family Credit, Invalidity Benefit, Housing Benefit, pay one third of the fee.
- 5.9 Men and women (or unwaged partner) who are over 60 and not in employment pay one third of the full fee. Over 60s are also eligible for the full fee remission as listed in Section 3.1 and 3.2 and are not in receipt of an occupational pension
- 5.10 Taster courses and Learning is Fun for Everyone Summer courses are free.

6 Concessions Non-Accredited Courses

These are courses that do not lead to accreditation e.g. choral singing, keep fit, etc.

- 6.1 Men and women (or unwaged partner) in receipt of a means tested benefit, (e.g. Jobseekers Allowance, Income Support, Family Credit, Invalidity Benefit, Housing Benefit) pay one third of the full fee.
- 6.2 Men and women (or unwaged partners) who are over 60 and not in employment pay one third of the full fee.
- 6.3 Courses specifically designed for older learners e.g. the Over 50s day at Willesden Green Library Centre are charged at one third of the full fee.

7 Notes of explanation

- 7.1 No charges are made for:-

Students in receipt of a means tested benefit

Students attending courses in essential basic skills, ESOL, Literacy and Numeracy

All students attending courses specifically designed for adults with learning difficulties or disabilities.

- 7.2 In exceptional circumstances, young people under 16 will be considered for enrolment, but only if they have parent/guardian and Head teacher approval. There is no fee remission for young people under the age of 16.
- 7.3 Courses of study in ESOL, Literacy and Numeracy are provided at no cost to students as without these essential skills students are denied access to all other learning opportunities.
- 7.4 Students enrolled in Literacy, Numeracy or ESOL courses leading to public examinations at GCSE level and above will not be granted the above concessions but will be charged at the appropriate rate set out in section 3

- 7.5 All students attending courses specifically designed for adults with learning difficulties or disabilities will pay no fee.

6. Refunds

- 6.4 Fees will be refunded only if BACES closes a class prematurely.
- 6.5 A pro rata refund of the fee will be made in circumstances where the service closes classes prematurely.
- 6.6 Any other claim for refunds will be entirely discretionary and will be met only in exceptional circumstances upon permission being granted by the authority through the Principal of BACES. Any such claims for refunds must be lodged within four weeks of the student's withdrawal from the class.

7. Waivers

- 7.1 In exceptional circumstances, and subject to the policy at BACES at the time of application, fees may be waived in part or in full upon permission being granted by the authority through the Head of the Service.

Notes of Explanation

It is necessary to ask for written applications for the consideration of waivers. Applicants may receive assistance in submitting written applications.

8. Examination Fees / Accreditation Fees

- 8.1 It should be noted that all the above fees are exclusive of any examination/accreditation fees. These fees cannot be refunded.