



Performance Through People

Fees and Charging Policy 2017/2018

Policy Statement

It is PTP's policy to make clear to employers and learners the levels of financial contributions that are required to participate in our learning programmes. We adopt a market-driven approach to setting fees and charges and adhere to the rules set by the Funding Agencies for programmes of learning that are eligible for Government funding.

Principles

These principles extend to all areas of charging for teaching and learning activities, including Government funded contracts, commercial training, consultancy and miscellaneous activities. In some instances an activity may be supported by funding with specific terms and, if different from PTP's fees, these will take precedence.

Payment of Fees and Charges

All fees and charges are payable prior to commencement of the programme; although in some instances external fees may be charged later; in this case a commitment to pay these is required.

Instalment arrangements are available in certain circumstances for individuals and credit terms may be agreed with employers, with the approval of PTP's Business Development Director. This will be administered by Standing Order only.

Fees and charges are not refundable except where PTP has cancelled a course, there is a justifiable complaint or in the case of exceptional personal circumstances; with authorisation from the Business Development Director, or in her absence, a Director level post-holder.

Non-attendance of agreed off-the-job training will incur a cost to the employer of £50 per session unless a minimum of 24 hours' notice is given.

Where payment due from an employer is not received within 30 days then an additional 10% fee will be charged, any late payment in excess of 60 days will be charged at an additional rate of 15%.

Short Courses & Vocational Qualifications

Standard fees are set for PTP's commercial short course open programmes and vocational qualifications.

Other Activities

Fees for all other teaching, learning and consultancy activities, falling outside of the above, are dependent on individual requirements. PTP has the discretion to negotiate particular arrangements with employers and other sponsors for bulk training.

Agreement of Fees

Learners or their sponsoring employer will agree in writing, before the learning/activity commences, the required fees for the agreed service being delivered, including where applicable:

- Additional resources/materials charge
- External fees (such as registration, assessment and exam fees to awarding organisations, and professional body fees).

External fees are based on the expected cost chargeable to PTP.





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Government Funded Provision

Government funded provision will be offered in accordance with the regulations set by the Government Funding Agencies; provision will be either fully funded or co-funded.

The amount of funding available from the ESFA (and whether a contribution is expected from the learner or employer sponsor) will depend on the chosen learning activity and the individual's circumstances, such as employment status, age and prior qualifications.

Where the company is levy paying, the full agreed price, up to the government funding cap for the framework/standard, will be drawn from the employer's DAS account. Any cost above the cap will be paid by the employer.

Where the employer is not levy paying the apprenticeship will be funded by co-investment. 90% of the agreed price, up to the government funding cap for the framework/standard, will be paid by the ESFA with the remaining 10% (plus VAT) paid by the employer. The exception is employers with fewer than 50 employees who take on an apprentice aged 16-18 (or aged 19 -24 who has been in care or has a care plan). In this circumstance the apprenticeship will be fully funded by the ESFA. In all situations, any amount above the funding cap will be paid by the employer.

Other Charges That May Apply

Where, in agreement with the employer or the learner, PTP delivers additional or optional services that are not core to the learning being delivered, additional charges may apply.

PTP reserves the right to charge learners for:

- Materials used in a learning activity that learners wish to keep outside of the learning environment.
- Items not directly related to the learning activity such as printing and photocopying outside of learning.

