

West Berkshire Council Fee Policy on Adult & Community Learning Provision 2024-25

Fees

West Berkshire Council delegates responsibility for the setting of adult education fees to subcontracted providers, who retain fee income to support the provision made and to make provision for learners who cannot afford to pay. Subcontracted providers are required to negotiate any fee increase with the Council.

Fee Concessions

Under current West Berkshire Council policy (as reflected in the provider's community learning and skills contract) all providers must offer a reduction on the hourly fees charged to students from disadvantaged groups as specified below.

To support providers in offering concessions and to ensure providers are not financially penalised West Berkshire Council will reimburse the provider for any lost fee income caused.

30% Reduction

- resident in West Berkshire and aged 60 or over;

50% Reduction

In receipt of the following benefits:

- Universal Credit
- Jobseekers Allowance
- Income – based ESA
- Income Support
- Housing Benefit
- Council Tax Benefit ;
- Pension Credit Guarantee
- Disability Living Allowance (DLA) / Personal Independence Payment
- Registered carer of an adult claiming DLA/PIP

Learner Support - Discretionary Support Arrangements

As the Council contracts out its community learning, it is at provider's discretion whether a learner is eligible for funding to support child-care, travel and other costs. The Council will review each learner support funding request on an individual basis.

Applications for learner support must be made by subcontractors by completing the form below.

West Berkshire Council

Application for Funding for Additional Learner Support

Name of learner(s)

.....

Course:

.....

Tutor:

.....

Dates:

.....

Type of additional support requested:

Transport

Details:
Staff costs:
Other costs:

Staffing

Details:
Staff costs:
Other costs:

Resources

Details:
Staff costs:
Other costs:

○ **Childcare**

Name of crèche provider or childminder:

Supplier number on Agresso (if relevant):

Staff costs *(Please break down into no. of hours, cost per hour, no. of staff)*

Approved by:

Date: