



Woodspeen Training Fees and Pricing Policy

Fee Charging Policy – Learners/Employers

This Policy statement is in reference to payment by the Learner/Employer of charges, relating to the cost of services provided by Woodspeen Training.

Fee levels for Adult Learner Loan provision

Adult Learner Loans are available to learners aged 19 or over and undertaking vocational qualifications including technical and professional qualifications at Levels 3, 4, 5 and 6

The Education Skills Funding Agency allow providers to set a maximum fee for Adult Learner Loan provision based on the fully funded value set by HM Government. Woodspeen Training applies fees at same level as these funded values when delivering learning under the Adult Learner Loan provision. These fees may be reduced to account for any recognised prior learning which will reduce the length of time on programme.

Woodspeen Training will provide wide-ranging IAG to a prospective learner to ensure that the chosen programme is appropriate, that any prior learning /experience is recognised, and that the learner is making use of their legal entitlement in the first instance. Where learners may waive their right their legal entitlement, Woodspeen will require written confirmation of this from the learner. Where a learner wishes to take out an Adult Learner Loan, Woodspeen Training will:

- Provide all required programme and provider information on the learning and funding information letter (using the template provided) to allow the learner to make an informed decision on whether or not they wish to take out a loan to cover the cost of their chosen programme
- Not seek in any way to influence the learner's decision regarding taking out a loan
- Ensure the learner visits the Gov.UK website where detailed information on Adult Learner Loans can be found, including the arrangements for repaying the loan

It is the responsibility of the learner to enter into an agreement with the Student Loans Company and secure a loan facility to pay for the agreed provision. Woodspeen Training will make it clear to the learner that if they withdraw from the programme prior to completion, then the proportion of the loan used by the withdrawal date will be the liability of the learner when they reach the repayment threshold.

Woodspeen Training requires the learner to provide confirmation that the loan facility has been agreed before starting the programme. This will be re-confirmed through the SLC website and training will commence when this has been done.

Fee levels for Apprenticeship provision

The policy requirements in this section apply to the provision of apprenticeship standards.

Apprenticeship costs will be negotiated with each employer in line with the funding band for the applicable apprenticeship standard and will take account of the individual requirements of each apprentice. Such costs will be adjusted downwards to account for recognition of prior learning/experience which will reduce the length of the programme. Non Levy paying employers will

be required to pay a co-investment fee equalling 5% of the apprenticeship total negotiated price. All employers (except employers who fulfil the requirements of the small employer waiver) must pay the mandatory 5% co-investment fee.

Woodspeen Training will invoice employers for the 5% co-investment payment and payment is required within 30 days of the invoice in line with the agreed Contract for Services.

Fee levels for AEB provision

Woodspeen Training predominantly deliver to unemployed or low waged adults and as such, do not attract learner fees. Woodspeen Training does not collect learner fees in respect of learners outside these categories (co-funded learners) to ensure there is no differentiation between cohorts of learners.

Sub-contracting management fees

Woodspeen Training from time to time may use sub-contracting services to further enhance inclusive opportunities for our learners and employers, or where the required levels of sector expertise and/or facilities are not currently available within Woodspeen Training. Sub-contracting may also be used to widen the geographical spread of Woodspeen’s offer. The decision to use a sub-contractor will be taken by the Senior Management Team and will be approved by the Board of Directors.

Woodspeen Training will identify the individual delivery partners’ support needs during contracting and adjust as required in year. The exact mix of support will vary depending on the needs of each individual delivery partner but all organisations can expect to benefit from the following activities:

- Support from the Woodspeen Training Quality and Operations Managers to ensure the quality of delivery meets expectations and supports continuous improvement of the provision
- Regular monitoring visits to review learner progress
- Administration of learner and employer surveys MIS, Audit and ILR services
- Inclusion in Woodspeen Staff Conferences and training activities

A cost will be allocated for each management and support service that will be deemed reasonable and proportionate then shared with the delivery partner at the start of the contracting period.

NB: Further details regarding sub-contacting processes can be found in the Woodspeen Training Sub-Contracting Policy.

Management fees may vary between 15% and 20% depending on the size of the sub-contract. The example below illustrates a 20% fee but this may be reduced to 15% for a sub-contract for a very small number of learners, or where management/support activities can be reasonably carried out remotely. The remaining 80%/85% of funding will be paid to the sub-contractor.

Support/Management Activity	Rationale and benefit	Percentage of Management Fee (total 20%)
Support from the Woodspeen Training Quality and Operations Managers to ensure the quality of delivery meets expectations and supports continuous improvement of the provision	Woodspeen Training requires a sub-contractor to consistently reflect the quality of their own delivery using Woodspeen’s standardised processes. The sub-contractor will receive regular communications from Woodspeen regarding the programmes being delivered such as support for IAG,	5% of funding per learner

	curriculum planning, delivery methods and preparation for EPA. The sub-contractor will be provided with Woodspeen's documentation for all agreed processes such as for starts, progress reviews, breaks in learning, completions and withdrawals.	
Regular monitoring visits to review learner progress	These visits will be carried out at agreed intervals (at minimum four times each contract year) to review and measure learner progression and provide assurance to Woodspeen Training that sub-contracted learners are receiving a good quality of learning which is consistent with Woodspeen's direct delivery. Audit checks on learner files will provide assurance to Woodspeen Training that all ESFA funding requirements are being fulfilled. The sub-contractor will have assurance that their funding remains secure with reduced risk of clawback at a later date.	5% of funding per learner
Administration of learner and employer surveys MIS, Audit and ILR services	Woodspeen Training has full responsibility for any sub-contracted provision and retains full 'ownership' of the sub-contracted learners. Woodspeen Training will input and upload all sub-contracted learner data for starts, breaks in learning, completions/achievements and withdrawals on to the Woodspeen ILR and provide monthly output data to the sub-contractor to support them to manage learners.	7% of funding per learner
Inclusion in Woodspeen Staff Conferences and training activities	Woodspeen Training requires consistency across all direct and sub-contracted delivery and to this end, provides regular staff conference events where good practice is discussed and shared; and changes to legislation, funding rules and the curriculum offer is disseminated. Woodspeen also runs a schedule of staff training to ensure staff competency and knowledge in essential areas (for example Safeguarding and Prevent) remains current. Woodspeen invites and expects sub-contractors to attend such events to ensure a shared understanding of changes within the industry and consistency in delivery.	3% of funding per learner

This policy will be reviewed annually.

Signed: *S. Wilson*

Date: *08.02.2021*

Managing Director
Woodspeen Training