

## **Fee Remission or Concessions relating to section 14 and 15 of the Enrolment Form**

The following learners are entitled to full funding for their learning programmes

### **Learners aged 16 to 18**

- Individuals on classroom-based Education Funding Agency provision
- Individuals on intermediate, advanced and higher level Apprenticeships

### **Learners aged 19 or older for all learning aims up to level 2, including units**

Learners (see note 10) who need help to move into work, progress in work or remove a barrier to getting into work and who are:

- receiving Jobseeker's Allowance (JSA) (see note 11)
- receiving Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG)
- receiving Universal Credit because they are unemployed, and who are mandated (required) to undertake skills training
- in custody who are released on temporary licence (RoTL) following learning outside a prison environment and not funded through OLASS
- individuals who are unemployed and receiving any state benefits not listed above but who want to enter employment and believe skills training will help them to do so. Full funding is at College discretion and the benefits allowed are Housing benefit, Income Support, Council Tax Support, Pension Guarantee Credit or Working Tax Credit (where the household income is less than £13,000 for a single person or £18,000 for couples)

### **Learners aged 19 or older for learning aims up to and including level 2**

- Learners studying English and maths learning aims as part of the new suite of English and maths qualifications.
- Trade union representatives studying Trade Union Congress (TUC) learning aims.

### **Learners aged 19 or older for learning aims at level 3**

- An individual studying their first full level-3 qualification who has left the British armed forces (up to 10 years ago) after completing four or more years of service or who has been medically discharged, due to an injury in active service, after completing basic training. This does not apply to Apprenticeship frameworks. This includes those learners aged 24 and over.
- Trade union representatives studying Trade Union Congress (TUC) learning aims.

### **Learners aged 19 to 23**

**(The age applies on the day they actually start the learning aim, not their age at the start of the funding year.)**

- Entry or level 1 aims (not English, maths or ESOL) if a learner is entitled to a full level 2 qualification, in that they must have prior learning accreditation of level 1 or below, but need a step up from basic skills to progress to a full level 2. If this relates to workplace learning, this learning aim must be vocational
- An individual studying their first full level 2 qualification
- An individual studying their first full level 3 qualification
- A level-4 'jumper' studying their first level 4 or above without having achieved a first full level-3 qualification
- All eligible learning aims at level 3 or above for the following learners who need help to move into work, progress in work or remove a barrier to getting into work and who are:
  - receiving Jobseeker's Allowance (JSA) (see note 11)
  - receiving Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG)
  - receiving Universal Credit because they are unemployed, and who are mandated (required) to undertake skills training
  - in custody who are released on temporary licence (RoTL) following learning outside a prison environment and not funded through OLASS
- Individuals who are unemployed and receiving any state benefits not listed above but who want to enter employment and believe skills training will help them to do so. Full funding is at College discretion and the benefits allowed are Housing benefit, Income Support, Council Tax Support, Pension Guarantee Credit or Working Tax Credit (where the household income is less than £13,000 for a single person or £18,000 for couples)

**Note 10:** We will also fully fund certain standalone qualifications in Health and Safety at work, food hygiene, first aid at work and fork lift truck.

**Note 11:** Including those receiving National Insurance credits only.

The following learners are entitled to co-funding for their learning programme unless they qualify for full funding on the previous page.

### **Learners aged 19 to 23**

- Individuals on intermediate, advanced and higher level Apprenticeships
- A full level 2 learning aim for individuals who have attained full level 2 or above delivered through classroom learning
- A full level 2 learning aim for individuals who have attained full level 2 or above delivered through workplace learning, where the learner is employed by a small or medium-sized enterprise (SME). (An SME is an employer with fewer than 250 employees)
- Level 2 qualification not classified as full and delivered in classroom learning
- A full level 3 or above learning aim for individuals who have attained full level 3 or above delivered through classroom learning
- Level-3 qualification not classified as full and delivered in classroom learning
- ESOL delivered in classroom learning

### **Learners aged 24 or older for learning aims up to level 2**

- Intermediate level Apprenticeships
- Entry or level 1 aims (not English or maths). If this relates to workplace learning, this learning aim must be vocational
- A full level 2 learning aim delivered through classroom learning
- A full level 2 learning aim delivered through workplace learning for individuals who have attained full level 2 or above in workplace learning, where the learner is employed by a small or medium-sized enterprise (SME). (An SME is an employer with fewer than 250 employees)
- A non-full level 2 learning aim delivered through classroom learning
- ESOL delivered in classroom learning

**Learners continuing a learning aim or learning aims from 2012/2013 will continue to receive full funding as was decided in 2012/2013.** This only applies to continuing learning aims or programmes. For example, a learner moving on from an Intermediate level to an advanced level Apprenticeship is classed as 'continued' learning and not 'continuing' and so the changes would apply to the new programme.

Learners with learning difficulties or disabilities who have a learning difficulty assessment (LDA) will receive full funding in all of the following circumstances.

- If the learner is over 25 (see note 12) at the start of the 2013/2014 academic year and has not completed the learning programme set out in their LDA as meeting their needs.
- If the learner is placed with an independent specialist provider (ISP) and they have a learning difficulty assessment which confirmed that the learner's needs could only be met by the ISP.
- If the learner is following a programme of learning which is identified in their LDA as meeting their needs and they could not complete before reaching their 25th birthday because of an unavoidable delay in the learner beginning the programme.
- If the learner will continue to make progress on the programme.

### **English and maths qualifications**

Below is the learning suite of learning aims defined as English and maths qualifications. All of these qualifications are fully funded unless they are delivered as part of a 19+ Apprenticeship.

- GCSE English Language (A\* to C) level 2
- GCSE maths (A\* to C) level 2
- Functional skills qualification in English entry level, level 1 and level 2
- QCF English and maths qualifications and units entry level, level 1 and level 2
- Adult basic skills NQF Certificate in adult literacy (for continuing learners only and those enrolled on or before 31 August 2012) entry level, level 1 and level 2
- Adult basic skills NQF Certificate in adult numeracy (for continuing learners only and those enrolled on or before 31 August 2012) entry level, level 1 and level 2
- Units of SFL qualifications English and maths (for continuing learners only and those enrolled on or before 31 August 2012) entry level, level 1 and level 2
- Non-regulated English and maths learning aims Pre-entry level, entry level, level 1 and level 2 based on National Literacy and Numeracy Standards

Note 12: The Education Funding Agency will fund those learners who reach 25 during the academic year 2013/2014. This does not affect our legal responsibilities for these learners.

## **Employer contributions in workplace learning**

All Apprenticeship frameworks that are started before an apprentice's 19th birthday are fully funded. If the apprentice progresses onto another framework, this is also fully funded if it also started before the apprentice's 19<sup>th</sup> birthday.

All Apprenticeship frameworks started on or after the apprentice's 19th birthday are co-funded, unless they are:

- entitled to enhanced funding; or
- are aged 24 or over and studying an advanced level or higher Apprenticeship in which case they can apply for a 24+ Advanced Learning Loan

## **Ministry of Defence – enhanced learning credits**

An individual studying their first full level 3 qualification if they left the British armed forces up to 10 years ago after completing four or more years of service or who has been medically discharged due to an injury in active service after completing basic training are fully funded. This does not apply to Apprenticeship frameworks. The learner must also contact the Enhanced Learning Credits Administration Service who will confirm eligibility and send you proof of this.

## **24+ Advanced Learning Loans**

The Government will introduce 24+ Advanced Learning Loans from 2013/2014. The reasoning for this is to help people aged 24 or over carry out level 3 or 4 further education (FE) learning aims or advanced level or higher level Apprenticeship frameworks and access the funds they need to gain intermediate and higher level skills.

For learners aged 24 or over, from 2013/2014 funding for provision at level 3 and 4, and for advanced level or higher Apprenticeships, will end and be replaced with Loans. This does not apply to:

- trade union representatives studying Trade Union Congress learning aims, and
- ex-military personnel. In this case, we have an agreement with the Ministry of Defence (MoD) to fund ex-military personnel for their first full level-3 qualification.

## **Qualifications funded through Loans**

Loans (minimum value of £300) can be used to fund the following types of publicly funded provision, no matter how the study is carried out (see also note 8 below):

- Programme of A-levels (including AS, A2 and full A-levels)
- Quality Assurance Agency (QAA) Access to HE Diplomas
- Qualifications and Credit Framework (QCF) Certificates at levels 3 and 4
- Qualifications and Credit Framework (QCF) Diplomas at levels 3 and 4
- Advanced-level Apprenticeship framework
- Higher Apprenticeship framework (see note 9 below).

Loans cannot be used to fund units of qualifications and awards at level 3 and above.

Note 8: For the 2013/14 academic year onwards, funding above level 4 will be available only for higher Apprenticeships at level 5 and 6.

Note 9: 'Prescribed higher education' (for example, a Degree or a Higher National) which is eligible for higher education student support is not funded.

**Staff can use the Fee Flowchart on the next two pages to determine whether or not learners are eligible for full funding, co-funding, 24+ Advanced Learning Loans or Full Fees.**