



**Somerset
Council**

Subcontractors Fees Policy (DRAFT)

Organisation	Somerset Council
Title	Subcontractors Fees Policy (DRAFT)
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Protective Marking	
Primary Legislation	

Responsible	
Accountable	
Consulted	
Informed	

Version History

Revision Date	Author	Version	Description of Revision

Document Notification

Approval	Name	Date

This document sets out Somerset Councils Community Learning subcontractors Fees Policy for learners, community based subcontractors, Council staff, Advisory Boards and partners. The Councils Community Learning Subcontracting Fee Policy is designed to meet Education and Skills Funding Agency Funding Rules (ESFA) (2024-2025).

Issued by:

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The Fees Policy will be reviewed annually, and any changes recommended will be referred for approval to the Councils Governance Board.

The Council requires its Community Learning subcontractors to charge a course fee to learners where their personal circumstances do not meet the ESFAs criteria for funding rules which support full fee remission. Charging a course fee is an important way to generate income to enable the Councils Community Learning subcontractors continue to deliver their education programmes and support them to be financially sustainable.

The Council will not fund fee paying learners. Payments made to subcontractors may be adjusted to account for fees taken.

Principles for fee setting for Community Learning ESFA funded provision.

The minimum hourly rate a learner will pay for face-to-face courses in 2024/25 will be £8.00 an hour. For online provision, there is a standard fixed hourly rate of £6.00. This minimum rate applies to all courses, including workshops and longer programmes.

Course fees are set at the hourly rate x number of course hours. If there are any additional costs associated with the course they must be clearly shown separately to the learners (i.e., materials that the learners need to purchase and bring to the course)

All fee-paying learners must be charged the minimum hourly rate.

Fees must be entered onto the register.

Full fee remission

A 100% discount will be awarded should learners be able to evidence they fall into one of the priority areas:

- Carers.
- Care leavers.
- Learners with a learning difficulty and or disability.
- Mental health service users and adults with mild to moderate mental health problems.
- Learners engaged through the Troubled Families programme.
- Learners who are homeless, in sheltered living, or in danger of becoming homeless.
- Learners who have a low income (earn less than £25,000 per annum), or are in receipt of one of the following state benefits:
- Jobseekers Allowance (JSA) including those who receiving National Insurance credits only.
- Employment and support Allowance (ESA); receive Universal Credit, and their take-home pay as recorded on their Universal Credit statement (disregarding Universal Credit payments and other benefits) is less than £494 a month (learner is sole adult in their benefit claim) or £782 a month (learner has a joint benefit claim with their partner).
- Learners with Refugee status.
- An Asylum Seeker in receipt of the equivalent of an income-based state benefit.
- Released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice.
- The unwaged dependent of an Asylum Seeker.
- Learners yet to achieve their first full Level 2 qualification.
- Learners yet to achieve a Level 2 in English and/or maths and/or IT.
- An individual who is Economically Inactive because they are unable to claim income related state benefits.

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