



# The GTA Apprenticeship Fees Refund Policy

Terms and Conditions applies to all employers, employees, and clients either on, or supporting the apprentice programme

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## **Scope and Purpose**

### **Purpose**

The purpose of this policy is to explain the process for employers to pay the employer's co-investment contribution when contracting apprenticeship training either through employer co-contributions (non-levy) or from the employers digital account (levy), the options that are available to make payments and the sanctions that we apply should an employer default. It is the legal basis of the contract, between us (The GTA) and you (The Employer), for the payment of the employer co-investment. This will include employers who have access to an apprenticeship levy pot but who have exceeded the monetary value of that pot and are then required to make a co-investment payment in order to continue their apprenticeship training.

### **Scope**

How do we set our training & assessment prices? When we are setting these prices we set them so that:

- We comply with Government rules (ESFA Apprenticeship and performance-management funding rules).
- Each fee is fair compared to other fees in the Training Centre.
- Ensure that competitive fees charged, compared to industry and economic conditions.

We will agree a training cost with you before apprenticeship training commences, we will never increase the cost after the apprentice has enrolled with us when the payment plan is agreed, this will be discussed on initial inquiry and formally agreed for each apprentice located in the Training Agreement (see schedule 9 payment plan).

Following approval by Chief Executive, the Apprenticeship Fees Policy will be communicated to all relevant staff involved with the enrolment and admissions with the provision of information, advice and guidance (IAG) to employers & apprentices. The policy shall be operated with effect from 7<sup>th</sup> February 2018 and refer to all training commencing from then until the policy is reviewed in July of each year.

The Apprenticeship Fees Policy will be issue with every training agreement.

### **Accountability**

Responsibility lies with the Senior Management & Quality Team to ensure that the Fees Policy is adhered to.

## **Process/Procedure**

### **Course Fees**

A training fee will be set for each apprenticeship offered by the GTA, the costs have two main areas, they are training costs and assessment costs (assessment cost Standards only).

All course fees set will be valid for the period as identified on page 1. Fees for apprentices starting their programme in subsequent years may fluctuate as a result of external influences, market conditions and the ESFA.

### **Examinations and End Point Assessment (applies to Standards only)**

The charge for any examinations or the End Point Assessment undertaken as part of the apprenticeship is included within either the training or assessment fee. This will include registration, entry and certification.

The costs of retaking end point assessments are not included in the course fee & will be charged to the employer.

### **Payment of Fees**

Employers will agree within the Apprenticeship Contract (Training Agreement Schedule 9) the agreed fees and how and when fees will be paid on a payment plan.

Varying payment plans are available dependant on the apprentice training being contracted. These will be discussed and agreed the employer and prior to the commencement of training.

### **Refunds and Fee Liability**

In the event of an apprenticeship being cancelled prior to commencement by the GTA a full refund will be given to employers for any co-contribution payments made.

If a learner withdraws from learning during their apprenticeship training, the employer government co-investment contribution fee will be pro-rata to the length of time on programme. The employer would be liable for any fees still due and invoiced the difference.

Were learners either leave or change employers, payments received either by government employer co-investment or by an employer's digital account after to the date of withdrawal or were learning has stopped will be reconciled back to the employer.

Where a government employer co-investment for training and/or assessment that has not been delivered by the learner withdrawal date they will be eligible for a refund if the employer has paid more than the pro-rata fee. Co-investment contributions (10%) will be pro-rata to the length of time on programme and funding received up until the date of withdrawal, less a £30 administration fee and any learner registration fees incurred with awarding bodies or similar.

Employer co-investment refunds for training and/or assessment do not include payments made above the agreed 10% of each agreed funding band.

All refunds will be made at the discretion of the GTA.

Refunds will be paid directly back to the employer upon request.

### **Apprenticeship Transfers**

In the event of the GTA agreeing to a learner transferring between apprenticeship programmes or routes, there will be no financial penalty but if the apprenticeship transferred onto has a higher training and/or assessment cost the employer must pay the difference.

### **Outstanding Debts**

Any employer who has outstanding debts for apprenticeship fees will be asked to settle their debt prior to enrolling further apprentices.

### **Apprenticeship Refund Requests government co-contribution employers (Non-levy)**

Eligible employers must complete an Apprenticeship Refund Request Form (ADM6.7) to file a claim for any contributions made for training/learning but not received.

Forms can be requested from:

Doncaster, Rotherham & District Motor Trades GTA Ltd  
Rands Lane Industrial Estate  
Armthorpe  
DN3 3DY  
01302 832831

Completed forms must be fully completed and returned to the GTA administration either by post:

F.A.O Administration  
Doncaster, Rotherham & District Motor Trades GTA Ltd  
Rands Lane Industrial Estate  
Armthorpe  
DN3 3DY

Or sent by

Email: [Admin@doncastergta.co.uk](mailto:Admin@doncastergta.co.uk)

Applications will be processed within 5 working days upon receipt of a fully complete refund request form.

### **Linked Policies**

- The GTA appeals and complaints procedure CP8.1