

Apprenticeship Co-investment Policy

POLICY STATEMENT:

The College is committed to maintaining a fair and transparent policy for collection of co-investment for the delivery of publicly funded and non-funded courses. In establishing such a policy, the College takes account of Government Policy, the needs of its local communities as well as local and national economic conditions.

The objective of the policy is to outline the policy on collection of employer co-investment for apprenticeship qualifications. This policy applies to apprenticeships delivered at all College campuses and includes those delivered entirely in the workplace.

POLICY DETAILS:

All College staff involved in advice and guidance, enquiries, recruitment, applications, finance and enrolment will be able to explain and justify the following:-

1. The total co-investment for undertaking each programme of study
2. The different elements which constitute the co-investment
3. When and how co-investment is payable
4. How courses that are additional to main programmes of study are treated for fee or co-investment purposes
5. The regulations imposed by external bodies, with regard to the remission of fees
6. The College's procedures for collection of co-investment and making refunds

The College aims to comply with the directives on co-investment from the Public Funding bodies and other relevant funding bodies, but will also take into consideration other factors including but not limited to likely impact on the local business community, students and recruitment levels.

For levy paying employers who cannot meet the monthly cost of apprenticeship training by funds in their digital account, the co-investment collected will be 10% of the outstanding balance for that month. The remaining 90% will be funded by the Government.

For employers who do not pay the apprenticeship levy the co-investment collected by the College will represent 10% of the cost of apprenticeship training.

For employers who employ fewer than 50 people and meet the requirements set out in the *Apprenticeship Funding and Performance Management Rules for Training Providers*, the co-investment collected by the College will represent 10% of the cost of apprenticeship training for 19+ learners only. The cost of apprenticeship training for 16-18 year olds or those aged 19-24 and have an education, health and care plan or has been in care will be fully funded by the Government.

The College reserves the right to withhold examination entries and abstain from claiming for certification in the event of having overdue course related debt.

Payment

Co investment is payable at enrolment by the following methods:

- Cash
- Credit or Debit Card (in person or on-line)
- Bank Transfer (please contact our Finance Team for further details)

Instalment plans for the payment of co-investment will be considered if requested by employers and will be approved subject to status and the requirement to set up a direct debit plan. An initial instalment will be payable at enrolment with the remaining balance paid over a maximum of 6 consecutive monthly payments.

Documentation (i.e. bank statement) providing evidence of bank details must be provided at the time of enrolment in order to set up direct debit payments.

In the event of failure to meet any Direct Debit / Instalment Plan commitment, the full co-investment amount will become due for immediate payment, and the College will actively seek to recover this debt and any court and/or legal costs incurred in the process of debt recovery. This clause will be included in employer contracts.

Refunds

Where a course is closed or cancelled by the College a full refund of co-investment payments will be made to employers without request.

If the apprentice withdraws from the apprenticeship where the apprentice is no longer employed by the employer and has withdrawn from their programme (not redundancy) or the apprentice chooses to withdraw prior to completion but remains with the same employer, the employer co-investment will be reconciled to the date of withdrawal and a balancing payment made or requested.

If a learner is dismissed for misconduct, the employer co-investment will be reconciled to the date of withdrawal and a balancing payment made or requested.