

Who funds Adult Community Learning (ACL)?

The Skills Funding Agency fund ACL courses and money is received to support learners aged 19 and over.

Additional expenses

Some of our courses may incur other expenses in addition to your course fees e.g. clay for pottery. Please do not purchase anything before your first session unless requested to do so on your course information sheet. No liability can be accepted for expenses incurred for a course cancelled/alterd at short notice.

Course information sheets

These are available for all courses. They show the level and content of the course and list materials/books etc you may need. We recommend you read the sheet before joining a course.

Additional learning support

If you have a disability or learning difficulty and declare this on your enrolment form, we will endeavour to provide support to meet your needs. ACL cannot be held responsible if you fail to disclose a disability or learning difficulty.

Code of conduct

ACL reserves the right to exclude any learner on the grounds of unacceptable behaviour. For further information, refer to the learner handbook and statement of learner entitlements and responsibilities.

Course changes

The information in the Adult College brochure and on the website is, to the best of our knowledge, correct at the time of going to press. ACL reserves the right to cancel or amalgamate courses with insufficient enrolments or to change a course tutor, location or scheduled time. Where possible, a suitable alternative course will be offered on the understanding that you have the option of accepting or cancelling the agreement without penalty.

Evidence for eligibility

In order to enrol on a course, we must satisfy the requirements of the Skills Funding Agency that you are eligible to participate in one of our courses. You will be required to provide suitable evidence to support your entitlement. Types of evidence acceptable include passports, national identity cards, tenancy agreement, mortgage documentation, a recent household bill, driving licence. A full list of documents that are acceptable as evidence is available in the customer service offices.

Evidence for fee remission

If you fall within one of the categories listed on the enrolment form, you may be entitled to claim a reduced fee. You must provide evidence to support your claim. If you are not sure what to provide, please discuss this with the member of staff when you enrol. Please refer to the ACL Fees and Charges policy.

Learners aged 60 plus

If you are aged 60-64 and not in full time employment you are eligible to enrol at a reduced fee rate for non-qualification courses only.

If you are aged 65 or over, you are eligible to enrol for nil fee for non-qualification courses only. A £5 administration fee will apply. Proof of age will be required.

This does not apply to workshops. A full fee is applicable for all learners attending these sessions.

Examination fees

Most certificated courses carry an examination fee. This includes the cost of the examination, accreditation, registration and certificate. Fees are payable by learners aged 19 or over. All examination fees must be paid before the examination date. Learners may be exempt from paying for Functional and GCSE English and Maths examinations. Please refer to the ACL Fees and Charges policy.

Learners aged 16-18

Do not have to pay any examination fees. Courses that do not lead to a qualification do not receive any funding for 16-18 year olds. Such learners must therefore pay a fee of £12.50 per hour of study if they enrol on these courses eg. a course of 2 hours per week over 10 weeks would attract a fee of £250 plus £5 administration fee.

Instalment payments

Tuition fees for some courses may be paid in instalments. Please ask a member of the customer service team for further information. Any additional fees including examination fees must be paid at the time of enrolment.

Refunds/Charges

Fee refunds apply as follows:

- a) Refunds of enrolment fees will be made only where ACL closes a class.
- b) Under exceptional circumstances requests for a refund will only be considered if made in writing to the Senior Management team at Ashby Link Adult Community Learning Centre.
- c) Learners who request a refund of course fees (non qualification) will be subject to a £5 administration charge-
- d) Learners on certificated courses will be charged an administration fee of

£50 plus any examination/registration fees incurred by ACL if they do not complete their qualification. In exceptional circumstances, the fee may be waived. Please see learner handbook for details of how to process this request.

- e) Learners will be charged the cost of their examination/registration fee if they fail to attend on the day of their examination/s or do not hand in completed portfolios for assessment.

Individual learning plans

All learners must complete an Individual Learning Plan (ILP) or record of progress in conjunction with their tutor. This documentation assists with the monitoring of progress and achievement.

Learner absence

If you are unable to attend a lesson for any reason please send your apologies in a text message to **07717588068** stating your full name and course code number. If you are unable to text, please telephone either Ashby Link or Barton centre to give your apologies.

Class cancellations

Refunds will not be given when one session is cancelled due to tutor sickness or in the case of unforeseen circumstances. If further sessions have to be cancelled, refunds will be considered on an individual class basis.

Transfers

If you decide that you do not wish to continue with your course after the first attendance, it is sometimes possible to transfer to a different course. You should initially discuss this with your tutor.

Change of details

Please inform your tutor or a member of the customer service team of any change of address or personal details.

Health and safety

All learners and staff are responsible for their own safety and for not compromising the safety of others. Signs regarding health and safety are clearly displayed in all centres.

Medical fitness

Learners are responsible for ensuring they are medically fit for any courses that include physical skills or activities. All learners undertake such courses at their own risk.

Personal property

Learners are responsible for personal property and equipment whilst on adult community learning premises. ACL and the local authority will not accept responsibility for damage caused to, or loss of a learner's property.

Parking

Confirmation of your place on an ACL course does not guarantee a car parking space.

Please assume you have been successful in securing a place on the course of your choice unless you are notified to the contrary. Receipts will NOT be posted out.

Information

Discretionary Learner Support

North Lincolnshire Council Adult Community Learning receives an allocation from the Skills Funding Agency to assist learners who wish to attend courses that will lead to a qualification or improve their chances of employment. These funds are available to learners experiencing specific financial hardship. You may be assisted with the payment of fees, examination costs, additional expenses attached to your course, or with childcare costs. Further information and application forms are available from customer service office at Ashby Link or Barton.

24 Plus loans

These loans are available for learners aged 24 or over who wish to enrol on a level 3 course. Please ask the customer service team for more information or visit the website <https://www.gov.uk/advanced-learning-loans/further-information>

Learner handbook

The learner handbook will be available to all learners from September 2015. This will provide further details relating ACL courses, policies and procedures.

Centre details

Ashby Link Adult Community Learning Centre

Ashby High Street , Scunthorpe,
North Lincolnshire, DN16 2UT
Tel: 01724 862217

Barton Adult Community Learning Centre

Providence House, Holydyke
Barton upon Humber
North Lincolnshire
DN18 5PR
Tel: 01724 29681

Privacy Notice 2015-2016

How we use your personal information

The personal information you provide is passed to the Chief Executive of Skills Funding (the Skills Funding Agency) and the Department for Business (BIS). Where necessary, it is also shared with the Department for Education including the Education Funding Agency.

The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a Unique Learner Number (ULN) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including research.

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone on to further training.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

<https://www.gov.uk/government/publications/sfaprivacy-notice>