

Who funds Adult Community Learning (ACL)?

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

Confirmation of place

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.

Additional expenses

Some of our courses may incur other expenses in addition to your course fees. 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 and/or if a learner attends a class under the influence of any substance including alcohol or/and drugs. For further information, refer to the learner handbook. 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.

Course changes

The information in the North Lincolnshire Part time and Short Course 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 Education 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. You may be accepted on a course if you do not meet Education Skills Funding Agency eligibility criteria however you will be required to pay £12.50 per hour tuition plus any examination fees.

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 or over and not in full time employment you are eligible to enrol at a reduced fee rate 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.

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 outstanding course fees and 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.
- f) Learners who claim financial support through the Discretionary Learning Support Fund and withdraw without achieving their qualification are liable to pay back the funds allocated to them. Please refer to Discretionary Learner Support Fund Guidance Notes.

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. All other transfers are at the discretion of the Development Manager.

Change of details

Please inform your tutor or a member of the customer service team of any change of address or personal details. ACL will not be responsible for exam letters of certificates going to a wrong address if the Service has not been informed.

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.

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.

Information

Discretionary Learner Support

North Lincolnshire Council Adult Community Learning receives an allocation from the Education 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

19 Plus loans

These loans are available for learners aged 19 or over who wish to enrol on a level 3 course. Please ask the customer service team for more information or visit the website www.gov.uk/advanced-learning-loans.

Learner handbook

The learner handbook will be available to all learners from September 2017. This will provide further details relating to 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 296811

Course:

Tutor:

Day:

Start Date:

Venue:

Time:

Course:

Tutor:

Day:

Start Date:

Venue:

Time:

Course:

Tutor:

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