



Company Number 03809081

Fee and Charging Policy

This policy is subject to change along with ESFA guidance.

Our fees are for Apprenticeship Standards, Advanced Learner loans and private courses (Diploma only) we work in line with the ESFA updates and Maximum funding bands. We update accordingly and re issue Schedule 9 (below) of our contracts with the employers as and when. We regularly check the Learning aim hub.

Fees

For all of programs we start off with the maximum funding band and then using the Negotiated pricing documents adjust funding accordingly with previous knowledge, skills and behaviors of the learners and liaise with the employers before submitting the final cost.

We have Annual meetings with employers to discuss their needs using Organisational Needs Analysis if repeat business or if new business this will be carried out before any training takes place. During this meeting we determine whether an employer falls under the Levy, 5 % contribution or whether they want to pay privately.

For individual learners seeking out the Advanced learner loans look at previous KSB's and send out the Learning and Funding Information Letter, so they are able to apply.

All fees are agreed and authorised with the organisation or individual before Aurelia Training commences training and issues an invoice. A request for services and payment form will then be issued.

Confirmation of this will be through the Digital Apprenticeship account for apprentices as this needs to be signed off and approved before training can commence.

Payment Procedure Apprenticeships

- Once payment has been confirmed we upload the learners' details and TNP on to the employers DAS account. Once approved by the employer and once we have matched this on our ILR and set off for our monthly download payment will be triggered.
- For Levy employers' payment is made monthly via there DAS account and they are notified of what funding they have available.
- For employers who are required to pay a 5% contribution or for Levy payers who go over the levy and require the 5% contribution we invoice them monthly.

Advanced Learner Loans

- When a learner has completed their loan application we follow to confirm attendance of the learner each month and then the payment is triggered directly from the student loan company monthly.
 - No payment is taken from the learner by us for the loan unless they have agreed they want to pay for a proportion of the training themselves to reduce the loan amount.

Private learners

- On receipt of confirmation of enrolment, Aurelia Training Ltd will issue an invoice which will be sent via post or email, directly to the individual making the booking
- The invoice details the course it is in reference to, the individuals names (if available) start date (if applicable) delivery location (if applicable) and invoice number which must be used in all correspondence. It details the cost of the training per person and

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Funded by



Advanced Learner Loan



Apprenticeships



the amount payable on that date (the cost and amount payable may differ if instalment payments have been agreed)

- Instalment payments can be made as agreed by Aurelia Training and the organisation/individual. Details of this will be referred to in the invoice
- Payment is due within 2 weeks of receipt of the invoice and no later than 2 weeks before the commencement of training. Failure to do so may result in training being postponed or cancelled
- Payment options are detailed on the invoice and can be made via BACs transfer, cash, or cheque. Please note we do not accept payment via credit/debit card or paypal.

Missed Payments

- If payment has not been received within 1 week of the date specified then it may result in the training being postponed, cancelled and withdrawal from the course
- We contact the employers to make sure they have received it and to acquire a date for this payment.
- This can also result in postponed exams, unclaimed certificates. Aurelia Training is required to hold these documents for a set period, after this they will be destroyed

Advanced Learner Loans

If a qualification is financed through the Advanced Learner Loan, Aurelia Training will receive monthly payments from the Student Loans Company for the duration of the course. If the learner does not attend workshops the payment is suspended until they return to training. If the learner does not return to the course within 12 months of the application, the application will be cancelled. The Learner will remain responsible for the amount of loan received to that point.

Schedule9
THE TRAINING SERVICES

Course	Level	Max Band Cap	EPA Cost	Minimum Duration	EPAO Organisation	Mandatory Diploma
Assessor Coach	4	7K	£950	15	Active IQ	No
Business Administrator	3	5k	£695	18	SKILLS FIRST	No
Adult Care Worker	2	3K	£425	15	SKILLS FIRST	Yes
Lead Adult Care Worker	3	3K	£425	18	SKILLS FIRST	Yes
Lead Practitioner in Adult Care	4	7K	£695	18	SKILLS FIRST	Yes
Leader in Adult Carer	5	7K	£695	22.5	SKILLS FIRST	Yes
Community Sports and Health Officer	3	9K	£1170	16	ELITE	No
Customer Service Practitioner	2	3.5K	£500	13	SKILLS FIRST	No
Customer Service Specialist	3	4K	£800	15	PEARSON	No
EYE Practitioner	2	4K	£520	15	SKILLS FIRST	Yes
EYE Educator	3	6K	£550	18	SKILLS FIRST	Yes
Healthcare Cleaning Operative	2	4K	£800	15	Professional Assessment	No
Learning Mentor	3	5k	£750	13	Active IQ	No
Team Leader/ Supervisor	3	4.5K	£600	15	SKILLS FIRST	No
Operations Manager	5	7k	£725	30	BIOR	No
Recruitment Resourcer	2	5K	£600	13	SKILLS FIRST	Yes
Recruitment Consultant	3	5K	£600	13	SKILLS FIRST	Yes
Teaching Assistant	3	5K	£750	18	Active IQ	No
Textile Operative	2	4K	£820	15	skillsedugroup	No
Maths	1	N/A	N/A	60HRs	Pearson	Yes
Maths	2	N/A	N/A	60HRs	Pearson	Yes
English	1	N/A	N/A	60HRs	Pearson	Yes
English	2	N/A	N/A	60HRs	Pearson	Yes