



**ENABLE**

The Voluntary and Community Sector  
Learning and Skills Consortium

# **Apprenticeship Fees Policy**

## Change History

<b>First Published:</b>		05/12/2017	<b>Originally Created by:</b>	Apprenticeship Contract Manager
<b>Person Responsible for Policy:</b>		Enable CEO		
<b>Date of Review</b>	<b>Reviewed by</b>	<b>Policy changes</b>	<b>Approved by</b>	<b>Date of next review</b>
19 Feb 2018	Standards Officer	Small changes to wording and referencing	Contracts Manager	23 July 2018
17/09/2018	Contract Manager	Changes to Standards	CEO	17/09/2019
07/06/2019	SMT	Addition of RPL statement	CEP	17/09/2019
21/04/2020	SMT	No changes	CEO	21/04/2021

## Strategic Commitment

To provide value for money to the Apprentice, Employer and the ESFA in the delivery of their Apprenticeship qualifications.

## Purpose

To meet the requirements for the funding rules and to offer transparency of fees.

## Policy

This policy applies to levy paying employers and those non levy paying employers who are required to make a financial contribution.

## Implementation

The policy will be reviewed in line with ESFA funding rules.

Current Apprenticeship charges to Levy paying employers to include all aspects and delivery requirements to meet the qualification are laid out in the table below.

## Non levy employers

Any Apprentice aged between 16-18 at the start of their programme will be fully funded by the government as long as you have fewer than 50 employees. If you have over 50 employees, then you will be required to make a 5% contribution with the government contributing the remaining 95%

For Apprentices that are aged 19 or over, you will be required to contribute 5% with the government contributing the remaining 95%

## Levy paying employers

When employing an Apprentice regardless of the age, the full cost will be debited from your levy account (this will be in monthly instalments). You will need to add Enable to your approved provider list on the Apprenticeship Service website.

## Employer incentives

All employers are eligible for an incentive of £1000 for employing an Apprentice who is between 16 – 18 years old. This will be paid in two instalments. The first instalment will be paid after 13 weeks on programme and the second upon completion of the qualification.

### Learner eligibility

To be eligible for any funding you will need to meet certain criteria. Please contact Enable for further information on this.

### Recognised Prior Learning

Enable acknowledge Recognised Prior Learning (RPL) for all of it's learners at the time of sign up and we will adjust/amend fees accordingly.

### Apprenticeship Fee table

Qualification	Pathway	Cost	Employer Contribution (5%)
Customer Service L2	Framework	£1500	£75
Customer Service L3	Framework	£2000	£100
Business Admin L2	Framework	£2000	£100
Business Admin L3	Framework	£2500	£125
Cleaning and Support Services L2	Framework	£1500	£75
Team Leading L2	Framework	£1500	£75
Management L3	Framework	£2000	£100
CYPW L2	Framework	£2000	£100
EYE L3	Framework	£2500	£125
STL L2	Framework	£2000	£100
STL L3	Framework	£2500	£125
Team Leader Supervisor L3	Standard	£5000	£250
Customer Service practitioner L2	Standard	£4000	£200
Adult Care worker L2	Standard	£3000	£150
<i>Business Admin L3 (pending)</i>	<i>Standard</i>	<i>£5000</i>	<i>£250</i>
<i>Lead Adult care worker L3 (pending)</i>	<i>Standard</i>	<i>£3000</i>	<i>£150</i>

**Signed:** \_\_\_\_\_

**Position:** \_\_\_\_\_

Date: \_\_\_\_\_