



Somerset
Council

Community Learning Subcontractors Fees Policy 2025-2026

Organisation	Somerset Council
Title	Subcontractors Fees Policy
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Owner	Mel Roberts
Protective Marking	
Primary Legislation	Adult skills fund: funding rules 2025 to 2026 - GOV.UK

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Responsibilities

Responsible	Beccy Brown
Accountable	Mel Roberts
Consulted	
Informed	

Version History

Revision Date	Author	Version	Description of Revision
10 th June 2024	Rebecca Brown	2	New Policy
8th May 2025	Rebecca Brown	3	Updated academic year Grant funding provider Waiver of some course fees based on submitted valid reason NOTE: Version 3 updates: 2025-26 ASF rules inserted

Document Notification

Approval	Name	Date
Member Key Decision: Community Learning Programme		3 August 2024
Approval as part of Key Decision Report Member and OKD CL Accept Funding & award contract July 2024.pdf		19 July 2024
Approval as part of the Key Decision report Decision - Acceptance of Community Learning Funding and contract award - Modern Council		31 st July 2025

This document sets out Somerset Councils Community Learning subcontractors Fees Policy for learners, community based subcontracting partners (CLPs), Council staff, Advisory Boards and partners. The Councils Community Learning Subcontracting Fee Policy is designed to meet the Department of Education Adult Skills Fund Funding Rule requirements [Adult skills fund: funding rules 2025 to 2026 - GOV.UK](#)

The Fees Policy will be reviewed annually, and any changes recommended will be referred for approval to the Councils Governance Board.

The Council requires its Community Learning subcontractors to charge a course fee to learners where their personal circumstances do not meet the DfE criteria for funding rules which support full fee remission. Charging a course fee is an important way to generate income to enable the Councils Community Learning subcontractors continue to deliver their education programmes and support them to be financially sustainable.

The Council will not fund fee paying learners. Payments made to subcontractors may be adjusted to account for fees taken.

Principles for fee setting for Community Learning DfE funded provision.

The minimum hourly rate a learner will pay for face-to-face courses in 2025/26 will be £8.00 an hour. For online provision, there is a standard fixed hourly rate of £6.00. This minimum rate applies to all courses, including workshops and longer programmes.

Course fees are set at the hourly rate x number of course hours. If there are any additional costs associated with the course they must be clearly shown separately to the learners (i.e., materials that the learners need to purchase and bring to the course)

All fee-paying learners must be charged the minimum hourly rate.

Fees must be entered onto the register.

Full fee remission

A 100% discount will be awarded should learners be able to evidence they fall into one of the priority areas:

- Carers.
- Care leavers.
- Learners with a learning difficulty and or disability.
- Mental health service users and adults with mild to moderate mental health problems.
- Learners engaged through the Troubled Families programme.
- Learners who are homeless, in sheltered living, or in danger of becoming homeless.
- Learners who have a low income (earn less than £25,750 per annum), or are in receipt of one of the following state benefits:
 - Jobseekers Allowance (JSA) including those who receiving National Insurance credits only.
 - Employment and Support Allowance (ESA)
 - Receive UC, and their take-home pay as recorded on their UC statement (disregarding UC payments and other benefits) is less than £952 a month (learner is sole adult in their benefit claim) or £1534 a month (learner has a joint benefit claim with their partner).
 - Receives other state benefits (not included in the list above) and their take-home pay (disregarding UC payments and other benefits) is less than £952 a month (learner is sole adult in their benefit claim) or £1534 a month (learner has a joint benefit claim with their partner)
- Are released on temporary licence, studying outside a prison environment, and not funded by MoJ
- Learners with Refugee status.
- An Asylum Seeker in receipt of the equivalent of an income-based state benefit.
- Released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice.
- The unwaged dependent of an Asylum Seeker.
- Learners yet to achieve their first full Level 2 qualification.
- Learners yet to achieve a Level 2 in English and/or maths and/or IT.
- An individual aged between 19-67 who is Economically Inactive because they are unable to claim income related state benefits.
- An individual who is retired, aged 67 or over and whose income is less than £25,750 per year.

The Council may grant permission to remove the requirement to pay fees for all learners on a course on evidence of a valid reason.

The Policy will be advertised on each CLP subcontractors website and copies available in classroom settings where appropriate.