

## **Briefing Paper — St Helena Community College Charges, October 2017**

The St Helena Community College Board recently considered proposed charges for two new programme areas within the St Helena Community College and made recommendations for review by the Education Committee. The first programme considered was the BKSB assessment system. The SHCC Board felt that instituting a nominal charge for this service is necessary, going forward, as the assessment testing (BKSB) is becoming increasingly popular and is a useful tool for employers to gauge the skill levels of staff members. This is creating considerable demand on SHCC staff to provide for external use reports from a tool originally intended for internal information only. The SHCC Board felt that this assessment testing could bring additional revenue to SHCC while providing a valuable service to the community.

The second programme is the soon to be launched Microsoft Imagine Academy, which will provide professional certification through Microsoft for a wide range of ICT qualifications. This training has the potential to be a valuable resource upskilling the community of St Helena in ICT and provides professional qualifications for the learner.

### ***Decisions requested***

Members of the Education Committee are asked to consider the additional proposed charges outlined by the Directorate and SHCC Board and to give their approval for the implementation of recommended additional charges for the training offered through the Community College, with effect from 1 November 2017.

### ***Outline of Additional Charging Structure and Proposed Charges***

The proposed additional charges for the St Helena Community College are based on the following principles:

- Charges for Microsoft Imagine Academy will be assessed per course with Microsoft Office Specialist (e.g. Word, Excel, and Access courses) and Microsoft Technical Associate (e.g. technical qualifications in areas such as network and server management) courses assessed at different levels. All course fees will include the cost of the professional examination.
- Charges for BKSB assessments will be assessed for either the full assessment (English/Maths/ICT) or per subject.
- No charge will be levied for these courses for staff members of the Education Directorate or for students of Prince Andrew School.

Course	Charge
<b>Microsoft Imagine Academy</b>	
Microsoft Office Specialist (MOS) courses	Courses will be charged at £30.00 per course and will include the examination fee
Microsoft Technical Associate (MTA) courses	Courses will be charged at £50.00 per course and will include the examination fee
Charges for these courses are payable upfront and no refunds are granted for withdrawal of learners.	
<b>BKSB Assessment</b>	
BKSB full assessment (English/Maths/ICT)	£20.00
BKSB per subject assessment	£10.00
<b>Withdrawals for learners who have been formally entered for examinations, tests or assessments will be charged at the full cost</b>	