



EDUCATION AND EMPLOYMENT DIRECTORATE

POLICY TITLE:	CHARGING POLICY
LEAD OFFICER:	Director of Education & Employment
DATE PRODUCED:	November 2020
DATE FOR NEXT REVIEW:	November 2021
APPROVED BY:	Education and Employment Committee
ADDITIONAL GUIDANCE:	
TEAMS AFFECTED:	
THIS POLICY REPLACES WITH IMMEDIATE EFFECT:	St. Helena Community College Fee Structure, Education and Employment Directorate Charging Policy 10th December 2012.

Introduction

A Directorate Charging Policy was introduced on 1 April 2013 as part of the modernisation of the Education & Employment Directorate and in line with the drive for greater efficiency required by SHG at the time. It was anticipated that the charges would seek to recover at least part of the running costs associated with the range of activities offered by the Directorate and would make a contribution towards the long term objective of recovering full cost.

Since 2013 Directorate the Charging Policy was adjusted and charges were in line with those of the St. Helena Community College Charging Policy and publicized as per the Public Notice of 2016. Changes in the economic climate of St. Helena, additional services offered along with the SHG directive to become more efficient while still being effective and to increase revenue to support the sustainability of the services has determined that the Directorate has a general Charging Policy that encompasses all charges of the Directorate.

This policy is for all persons who use the facilities of the Education and Employment Directorate which includes hire of premises, course costs, licence fees, service charges and other charges. Charges are incurred through use of the following:

- Schools including Francis Plain (Page 3)
- St. Helena Community College including NVQ Centre (Page 6)
- Public Library (page 12)
- St. Helena Research Institute (Page 13)

Aims

This policy aims to:

- Ensure all users are aware of the charges of the Directorate
- Ensure consistency in application of charges
- Support the Directorate in increasing revenue to support sustainability of the services offered.

Roles and responsibilities

The Senior Management Team of the Directorate along with the Education and Employment Committee will ensure that all fees and charges are reviewed on an annual basis and adjusted as required.

Relevant directorate staff with responsibility for the premises, fees and charges will ensure that all fees and charges are charged according to this policy.

Schools

Hire of school venues

There are occasions where school rooms are hired by outside agencies or organisations. Hire of classrooms or school halls is at the discretion of the relevant Head Teacher. At no time will the hire of premises be given priority over the activities and needs of the school. Fees for the hire of school venues is as follows.

Venue	Charges
School rooms (Meeting rooms)	£2.00 per hour or part thereof or £10 per day (9am – 4pm)
Primary school halls	£5.00 per hour or part thereof or £30.00 per day (9am – 4pm)
Primary school playground/sports field	£5.00 per hour or part thereof or £30.00 per day (9am – 4pm)
Prince Andrew School Hall with dressing room facilities i.e. use of the Changing Room area.	£5.00 per hour or part thereof or £30.00 per day (7 hours)
Prince Andrew School Hall with dressing room facilities and use of chairs and stage area for large productions/events. <i>NB These events will require the presence of the caretaker.</i>	Rental fee of £30.00 per day/ evening plus a charge of 10% on overall ticket sales for productions and events or a 10% proportion of donations to contribute towards costs.
Prince Andrew School Tuck-shop. NB: No refrigeration or cooking equipment available.	The hire of Prince Andrew School Tuck-shop will only be permitted for approved events (as above). Rental £10.00 plus charges for the water and electricity
Francis Plain	£30.00 per day for the sole use of the whole field and facilities for private functions. £15.00 per day for the sole use of half the field and facilities.
Squash Court	£1.00 per person per hour
Tennis Court	£1.00 per person per session

Vendor fees – All vendors are required to apply for permission to trade on the premises of Francis Plain. A rate of £5.00 per day will be charged to all vendors using the premises of Francis Plain for public events.

Hire of furniture and equipment: The lending of furniture and equipment will be at the discretion of the Head Teacher. Any items that are damaged during lending will incur the full cost of the item to be replaced.

Examination Fees

Prince Andrew School is a registered Examination Centre. The following fees will be charged in respect of examinations.

Description	Fees
Examination Fees	The examination entry fees will be charged at full cost to the person/ entity requesting the examination. If the examination fee has been covered through the registration with the examination and/or professional body then it will not be charged. For private examinations an applicable administration fee is set at a minimum of £10.00. If the Centre is not registered with the relevant Examination Board then the administration cost could be higher.
Invigilation & Administration Fees	£25.00 per person per examination session. If a candidate is sitting 3 examination papers over three days this would incur a cost of £25.00 x 3. If this invigilation and administration fee is not covered by the examination / professional body it is required to be paid by the person/entity requesting the examination to be held in the exam centre.
Re-sitting examinations	Examination entry fees for all re-sits will be charged at full cost plus an administration and invigilation fee. Examination entry fees are expected to be paid upon entry for examination. A request can be made in writing for charges to be waived explaining reasons why. Any such request concerning students should be submitted to the Director of Education & Employment and any requests in relation to adult education will be considered by the director on a case by case basis. Upon receipt of such a request a decision will be made and response given within 3 working days.
Withdrawals	Withdrawals for learners who have been formally entered for examinations, tests or assessments will be charged at the full cost of the examination.

Replacement certificates and Exam Results	Replacement certificates will be charged at full cost of the Certificate (charged by the examining/ professional body) plus an administration fee of £10.00. A fee of £15.00 per hour will be charged for research associated with providing back dated examination results. A statement of results from Prince Andrew School (if results are available) can be provided at a cost of £10.00
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Payment information

On receipt of charging details, invoices will be raised by the SHG Finance Team. All payments will be made through the Customer Care Centre at the Post Office.

Any person or organisation hiring a school venue has to complete the relevant Booking Form and to agree to the terms and conditions thereof.

The minimum charge for the hire of the premises is for 1 hour.

Charges for registered charities are half the rates listed.

The Head Teacher of the school reserves the right to agree a Memorandum of Understanding with an organisation where the activities of the organisation is of benefit to the school/community.

The St. Helena Community College (SHCC)

The St Helena Community College aims to encourage participation in learning and development opportunities and offers a wide range of courses at varying levels through different methods of delivery which includes, face to face training, class based learning, on-line learning and distance learning.

The College also offers a venue for meetings which includes, conference facilities, tele networking and on-line examinations.

SHCC Venue Fees

VENUE	Cost per hour without facilities*	Cost per hour with facilities	Cost per day without facilities *	Cost per day with facilities*
IT SUITE (hire for sole use only) 12 computers	£20.00	£25.00	£100.00	£125.00
IT SUITE – individual use of computer	£3.00 per hour	£5.00	£15.00	£25.00
CONFERENCE ROOM (HALL)	£10.00	£15.00	£50.00	£75.00
TRAINING ROOM 1 (MEDIUM)	£5.00	£10.00	£25.00	£50.00
TRAINING ROOM 2 (SMALL) No computers available	£2.00	£4.00	£5.00	£10.00
VC ROOM (SMALL)	£5.00	£10.00	£25.00	£50.00

*Facilities available as per the table below

Catering equipment	Training/Conference Equipment
<ul style="list-style-type: none"> • Urn • Cups • Plates • Cutlery • glasses 	<ul style="list-style-type: none"> • Laptop • Projector • Smart screen • Flip chart and markers • Skype VC room only

Please note: sugar, tea bags, coffee or milk will **NOT** be provided. Tap water is available.

All users of SHCC who are registered learners will be granted free use of the facilities. All users of SHCC who are not registered learners will be charged the fees as per the table above.

Course Costs

General Education

Course	Full course cost
Cultural and Personal Development	
Miscellaneous courses not otherwise specified	Courses will be charged at £1.00 per hour (There may be additional costs for supplies depending on course resources)
Sporting Fees (badminton, volleyball, indoor football, gym etc.)	Fees will be charged at approximately £1.00 per person per session (There may be additional costs for specific resources)
Charges for these courses are payable upfront and no refunds are granted for withdrawal of learners.	
Short Courses	
Short (local courses)	Courses will be charged at £10.00 per half day/£15.00 per day per person.
Core Skills	
Maths – Functional Skills and GCSE English – Functional Skills and GCSE ICT up to Level 2 – ECDL Functional Skills, Microsoft introduction courses and GCSE, <i>This excludes Microsoft Imagine Academy courses and other technical and professional ICT qualifications.</i>	No charge.
The first exam entry is provided at no additional charge, however, learners will be expected to pay for the full cost of exam resits.	
Withdrawals for learners who have been formally entered for examinations, tests or assessments will be charged at the full cost of the examination.	

Other Level 1/Level 2 Programmes	Classroom Based	Distance Learning
Other accredited courses up to Level 2	£40.00 (which includes the cost of the first examination entry)	Full cost of distance learning package as provided by overseas provider and exam fees.
<p>The first exam entry is provided at no additional charge; however, learners will be expected to pay for the full cost of exam resits.</p> <p>Withdrawals for learners who have been formally entered for examinations, tests or assessments will be charged at the full cost.</p>		

BKSB Assessment*

BKSB Assessment	
BKSB full assessment (English/Maths/ICT)	£20.00
BKSB per subject assessment	£10.00
<p>Charges for these courses are payable at registration and no refunds are granted for withdrawal of learners.</p>	

* In cases of exceptional circumstances and personal hardship, appeals may be made for consideration by the Director of Education and Employment

Technical/ Vocational Education

NVQ's and VRQ's	Classroom Based	Distance Learning
City & Guilds Courses up to Level 2 and/ or GCSE equivalent courses.	£600.00	Distance Learning NVQ Full cost of the course + any assessment entry fees as provided by the overseas provider.
City & Guilds Courses Level 3 and above	£800.00	Distance Learning NVQ Full cost of the course + any assessment entry fees as provided by the overseas provider.
<p>The first attempt at all tests/ exams (including online) are provided at no additional charge; however, learners will be expected to pay for the full cost of resits.</p> <p>Withdrawals for learners who have been formally entered for examinations, tests or assessments will be charged at the full cost.</p>		

Workforce Development

Employability Skills	Subsidised Charge	Unsubsidised Cost
Basic Employability Skills up to Level 2	No Charge	No Charge
Apprenticeships		
Training and qualifications undertaken as a part of the apprenticeship agreement.	No Charge	No Charge
Careers Advice		
Careers Advice	No Charge	No Charge
<p>The first exam entry is provided at no charge; however, learners will be expected to pay for the full cost of exam resits.</p> <p>Withdrawals for learners who have been formally entered for examinations, tests or assessments will be charged at the full cost.</p>		

Higher Education

Access to Higher Education	Full Course Cost
A Level and equivalent courses	Full cost of package + Exam Entry Fees.
Access Courses	Full cost of Distance Learning course + Exam Entry Fees.
Degree Level	Full cost of Distance Learning course + Exam Entry Fees.
<p>The first exam entry is provided at no charge; however, learners will be expected to pay for the full cost of exam resits.</p> <p>In the case of A Level or equivalent courses such as access courses, withdrawals for learners who have been formally entered for examinations, tests or assessments will be charged at the full cost.</p>	

Professional and Specialist Studies

Professional Studies
<p>Professional and specialist Studies will be charged the full course cost, rounded to the nearest £5. There is considerable variation in the actual costs of professional.</p> <p>The first exam entry is provided at no charge for subsidised learners; however, learners will be expected to pay for the full cost of exam resits.</p> <p>Learners will also be expected to pay for fees relating to deferral or extensions to the study period.</p>

Examination Fees

Description	Fees
Examination Fees	The examination entry fees will be charged at full cost to the person/ entity requesting the examination. If the examination fee has been covered through the registration with the examination and/or professional body then it will not be charged.
Invigilation & Administration Fees	£25.00 per person per examination session. If a candidate is sitting 3 examination papers over three days this would incur a cost of £25.00 x 3. If this invigilation and administration fee is not covered by the examination / professional body it is required to be paid by the person/entity requesting the examination to be held in the exam centre. An applicable administration fee is set at a minimum of £10.00. If the Centre is not registered with the relevant Examination Board then the administration cost could be higher. NB: Non-members of SHCC will be required to also pay for the sole use of the venue with facilities as charged above.
Re-sitting examinations	Examination entry fees for all resits will be charged at full cost plus an administration and invigilation fee. Examination entry fees are expected to be paid upon entry for examination. A request can be made in writing for charges to be waived explaining reasons why. Any such request concerning students should be submitted to the Director of Education & Employment and any requests in relation to adult education will be considered by the director on a case by case basis. Upon receipt of such a request a decision will be made and response given within 3 working days.
Replacement certificates and Exam Results	Replacement certificates will be charged at full cost of the Certificate (charged by the examining/ professional body) plus an administration fee of £10.00. A fee of £15.00 per hour will be charged for research associated with providing back dated examination results. A statement of results from Prince Andrew School (if results are available) can be provided at a cost of £10.00

Payment information

Any person or organisation hiring a venue has to complete the relevant Booking Form and to agree to the terms and conditions thereof.

The minimum charge for the hire of the premises is for 1 hour.

Charges for registered charities are half the rates listed.

There will be no charge for education and training (up to level 3) for students who are career development). Education and training charges (up to level 3) will also be waived for the registered unemployed.

Learners who are registered for Distance Learning / Online Programmes and who withdraw before completing the course will be charged at the actual cost of the course. However, in cases of exceptional circumstances and personal hardship, appeals may be made for consideration by the Director of Education and Employment. All course fees are 'non-refundable'.

On receipt of charging details, invoices will be raised by the SHG Finance Team. All payments will be made through the Customer Care Centre at the Post Office.

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Public Library

Library Fees

Membership to the Public Library is free.

Visitor membership for persons on island for less than 6 months is £5.00. Visitors will be required to pay a deposit of £20 for borrowing up to 4 books. The deposit will be refunded on return of the books borrowed.

Overdue Charges

Charges for overdue library books £0.10 per day per item

Charges for overdue Videos and DVD's £0.10 per day per item

Charges for damages:

Damaged books, videos and DVD's will be charged at the full cost of the damaged item.

Replacement of lost or damaged Library Cards will be charged at £1.00 each.

Library printing facilities:

The Public Library offers the facility to print when documents are created/accessed on the library computer. Printing charges are as follows:

Black printing £0.20 per A4 sheet

Coloured printing £0.50 per A4 sheet

Payment information

All payments will be made in cash to the librarian on duty. A receipt will be issued for monies collected.

St. Helena Research Institute

As required by the St. Helena Research Policy all applications to undertake research on or about St. Helena will incur a charge. The Research Licencing Scheme fees are as follows:

Processing fee for each Research Licence Application. £50.00

NB: applications will only be considered once payment has been received. Details for payment and bank transfer details will be included on the invoice.

Issue of Research Licence £250.00

Charged to all successful applications. The licence will cover the period from the start to end date given in section 2.3 'Duration of project' of the Research Licence Application Form.

Note: if an application is successful, the £50 processing fee is offset against the initial £250 fee for the Research Licence. If your proposed research requires a licence under the Environmental Protection Ordinance, 2016, this is included in the £250 fee.

Fees received by SHG Government through the Research Licencing Scheme will go to support the Institute and work in the areas of health and social welfare; terrestrial and marine conservation and the cultural and built heritage of St Helena.

For further information refer to the St. Helena Research Institute website at <https://sthelenaresearch.edu.sh/>