



# Education & Employment Directorate Charging Policy

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10<sup>th</sup> December 2012

## Introduction

As a part of the modernisation of the Education & Employment Directorate and in line with the drive for greater efficiency required by SHG the directorate proposes to introduce a charging tariff as from 1<sup>st</sup> April 2013. These charges, modest in revenue terms, will seek to recover at least part of the running costs associated with the range of activities on offer and will **make a contribution towards the long term objective of recovering full cost.**

## Background

Whilst there are minimal charges for some facilities within the directorate at present the Adult and Vocational Education Service (AVES) in 2010 introduced the new Life Long Learning Strategy and a Charging Policy which shifted the focus from fees to penalties.

The aim of the charging policy at that time was to attract more private sector participants; however, AVES training statistics for 2010/11 demonstrate that this was not achieved. Whilst there were 28% of private sector participants undertaking training in 2009/10, there were only 19% private sector participants in 2010/11 (following the introduction of the charging policy). Therefore it shows that training charges did not discourage participation. The charging policy also highlighted the costs of administering an auditable system for fees although; with the St Helena Government (SHG) Access Dimensions Accounting System the recovery of fees should now be more cost effective.

## Fees for Venues\*

Small Meeting Room	£5.00 per day (8 hours)
Conference Venue	£15.00 per day (8 hours)
Conference Venue with Conference facilities	£20.00 per day (8 hours)
Prince Andrew School Hall	£20.00 per day (8 hours)
Prince Andrew School Hall with dressing room facilities	£25.00 per day (8 hours)

## Sporting & Leisure Facilities

Francis Plain	£20.00 per day for the use of Francis Plain whole field and facilities for private functions
Squash Court	£0.50 per person per hour
Tennis Court	£0.50 per person per hour
Francis Plain Sports (Adults)	£0.50 per player per game
Francis Plain Sports (under 16 year olds)	£0.25 per player per game

## Sporting Sessions

Indoor Football	£0.50 per person per session
Volleyball	£0.50 per person per session
Badminton	£0.50 per person per session
Gym	£0.50 per person per session

- \* Fees for venues and facilities will be half the rates listed above for registered charities
- \* Duration of use of the venues and facilities will be reflected in fees charged  
(fees for the school of nursing are waived in the interest of cross government working together)

## Examinations Fees

### Examinations 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

Administration and invigilation charges are £50.00 per examination session for up to 20 students. A quote will be provided for an instance with more than 20 students.

For example if ABC Ltd has 10 candidates sitting 3 examination papers over three days this would incur a cost of £50.00 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 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 certificate (charged by the examining/ professional body) plus an administration fee. A fee of £15.00 per hour will be charged for research associated with providing back dated examination results.

## Education & Training Fees

Education and training fees will attempt to recover a percentage of the cost of providing the training however, essential training to provide basic skills for the people of St Helena is provided with no charge.

Functional Skills Maths	No Charge
Functional Skills English	No Charge
ECDL ICT	No Charge
GCSE Maths	No Charge
GCSE English	No Charge
European Computer Driving License	No Charge

Training which addresses Shortage Occupational Areas recommended by the Labour oversight Group and cultural skills on St Helena are available at 25% of the cost of providing this training.

For example:

Baking	Charged at 25% of cost
Lace & Embroidery	25% of cost
Carpentry	25% of cost
Business Skills	25% of cost

Other adult learning opportunities are available on a basis of full cost recovery.

For example:

Cookery	Full cost
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There will be no charge

for Education and Training for students who are not yet of statutory school leaving age or for an apprentice (if training is related to their field of training). Education and Training charges will also be waived for the registered unemployed.

## NVQ Programmes

All City & Guilds programmes will not be charged however, a penalty fee of £50.00 for withdrawal of a candidate from an NVQ programme.

## Library Fees

### Membership:

Annual Membership Fees	£2.00
Child membership Fees	No charge
Retired (65+) membership Fees	No charge
Visitor membership (up to 183 days)	£5.00

### Visitor Deposits:

Visitors applying for membership will 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                      £0.50 per book per day

Charges for overdue Videos and DVD's                £0.50 per item per day

### Damages:

Charges for damaged books, Videos and DVD's will be charged at the full cost of the damaged item plus an administration charge of £10.00 per item if the library has to order the replacement item.

Replacements for lost or damaged pockets will be charged at 50p each.

### Library printing facilities:

The public library offers the facility to print when documents are created on the library computer, these are:

Black and White    £0.20 per A4 sheet

Coloured printing    £1.00 per A4 sheet

**Review Date:** 01<sup>st</sup> April 2014