

Policy 33 - LD Training Pricing



CONTENTS

Page 2	Introduction and Policy Statement
Page 2	Reasons for Policy
Page 2	Policy Objectives
Page 3	Policy Statements i. General ii. Payment Methods
Page 4	Access to Policy

INTRODUCTION AND POLICY STATEMENT

Pricing of learning, training or services to individuals and employers are set up to ensure that when public funding subsidies are taken into account the Centre is able to at least cover the full costs and make a contribution to the Centre's overheads. To achieve the Centre's aim of delivering quality learning these activities and the environment in which the activities take place require sustained investment in resources.



REASONS FOR THE POLICY

To ensure that prices are set consistently, fairly and with transparency across the Centre and are valued by all recipients of learning, training or services.



POLICY OBJECTIVES

Employers and applicants to learning and training programmes at the Centre and Centre staff involved in learner and employer interaction will understand:

- The general pricing make up
- The different elements which constitute the overall price
- When and how the fees are payable
- What optional extras are included in the price
- The regulations, imposed either by external bodies or by the Centre itself, with regard to any concessions
- The different payment methods.



POLICY STATEMENTS

i) General

Prices are determined by:

- Location of delivery
- Mode of delivery
- Direct cost of delivery or related expenditure (e.g. Certification or examination costs)
- Indirect costs which include a contribution to overheads
- Supply and demand of the activity and resources
- Subsidies from Government or any other source(s)
- Number of beneficiaries of the learning or training
- Opportunity cost or benefit

The overall price is made up of several elements:

- Tuition or support fees
- Awarding body registration fees (where applicable)
- Centre administration fees
- Examination or certification fees (where applicable)
- Other course related costs.

Any price quoted must identify the following:

- the overall price for the duration of the course (where elements are variable,
- the basis for any possible charge must be identified);
- the specific learning or training programme and any optional extras to be supplied;
- the method of delivery;
- the timing and location of delivery;
- the method of payment.

Centre fees are in general payable in advance and, for programmes of study, which are made up of several elements, each element must be paid for in advance.

By agreement an employer may be invoiced and is able to make use of the 30-day (minimum) credit terms afforded.

Deferment – Should a learner need to defer, the fees paid are non-transferable and non-refundable.

ii) Payment Methods

Payment is required as agreed and may be by BACs, cash or cheque.

The centre endeavours to make access to all courses financially viable for all learners by offering different payment methods.



ACCESS TO POLICY

This Policy is available in hard copy at the main centre in Edgware, Middlesex. IT is also available electronic via our website.

Contact details:

LD Training Services Ltd
1st Floor
Berkeley House
18-24 High Street
Edgware
Middlesex
HA8 7RP

Tel: 02079983655

Email: admin@ldtraining.org.uk

Website: www.ldtraining.org.uk

