

Pound Plus Policy

Adult Skills Fund (ASF) / DfE-Funded Provision

Organisation: Creative Consulting and Training Ltd

Version: 1.0

Approved by: *Olushola Isaac - Director*

Effective date: *2nd February 2026*

Review date: *2nd February 2026*

1. Purpose of the Policy

This Pound Plus Policy sets out how Creative Consulting and Training Ltd identifies, manages, records, and reports **Pound Plus income and value** associated with publicly funded learning, in line with:

- Adult Skills Fund (ASF) requirements
- Department for Education (DfE) funding rules
- Hull City Council – Hull Training & Adult Education (HTAE) contractual requirements

The policy ensures transparency, value for money, and the avoidance of double funding.

2. Definition of Pound Plus

Pound Plus refers to **any financial or non-financial contribution or benefit** that adds value to publicly funded learning **over and above** the funding provided by the Council or DfE.

This includes both:

- **Cash contributions**, and
 - **In-kind contributions**.
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3. Scope of the Policy

This policy applies to:

- All **non-accredited and tailored learning** delivered by Creative Consulting and Training Ltd under publicly funded contracts
- Any provision where:
 - Learners or employers contribute financially, or
 - Additional resources or support are provided at no cost to the funder

For **fully funded accredited qualifications** where no additional charges or contributions apply, Pound Plus is normally **not applicable**.

4. Types of Pound Plus Recognised

4.1 Financial Pound Plus

Examples include:

- Learner co-funding fees
- Employer contributions
- Sponsorship or donations linked to delivery
- Third-party grants supporting delivery

4.2 Non-Financial (In-Kind) Pound Plus

Examples include:

- Free or subsidised venues
 - Employer-provided equipment or materials
 - Free software licences or digital tools
 - Volunteer tutor or mentor time
 - Work placements or practical experience
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5. Identification of Pound Plus

Pound Plus is identified at the following stages:

- Course planning and costing
- Learner enrolment
- Employer engagement
- Delivery planning

All staff involved in delivery and enrolment are responsible for flagging potential Pound Plus contributions.

6. Recording and Monitoring

Creative Consulting and Training Ltd ensures that all Pound Plus is:

- Clearly recorded within financial or delivery records
- Attributable to the relevant programme or cohort
- Separated from core ASF / DfE funding
- Available for audit or inspection

Records are retained in line with:

- HTAE contractual requirements
 - DfE record-retention rules
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7. Avoidance of Double Funding

Creative Consulting and Training Ltd operates strict controls to ensure that:

- Learners are **not charged** for learning already fully funded
- Employer or learner contributions **do not duplicate public funding**

- No funding is claimed twice for the same learning activity
- All funding streams are transparent and auditable

Any uncertainty regarding eligibility or funding overlap is escalated to senior management or HTAE before delivery proceeds.

8. Learner Charges and Transparency

Where learner or employer contributions apply:

- Charges are clearly communicated **before enrolment**
- Learners are informed that:
 - Public funding covers part of the learning
 - Any additional contribution represents Pound Plus
- Fee Remission and Refund policies apply as appropriate

No learner will be disadvantaged due to inability to pay, in line with ASF principles.

9. Roles and Responsibilities

Role	Responsibility
Senior Management	Policy approval and oversight
Delivery Manager	Ensuring compliance in delivery
Finance	Recording and monitoring Pound Plus
Tutors / Assessors	Identifying in-kind contributions
Quality Lead	Audit readiness and evidence

10. Audit, Review, and Compliance

This policy is:

- Reviewed annually or when funding rules change
- Subject to internal quality assurance
- Available for inspection by:
 - Hull City Council (HTAE)
 - DfE / ESFA
 - Auditors or inspectors

Failure to comply with this policy may result in corrective action and could impact funding.

11. Policy Status

This policy supports Creative Consulting and Training Ltd's commitment to:

- Transparency
- Public accountability
- High-quality funded delivery