

## Learning Provider Payment Agreement For ILA Scotland – Notice No. 1

This notice is issued, in accordance with the terms of clause 13.1 of the **Learning Provider Payment Agreement For ILA Scotland (LPPA)**, to clarify the Scottish Ministers' interpretation of clause 6 of the LPPA.

Clause 6 of the LPPA states:

**"The Learning Provider shall keep and maintain adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of grant under the Scheme. Such records and books of account shall be maintained for a period of at least 6 years after the date of termination or expiry of this Agreement."**

This clause should be read in conjunction with rule 10 of the ILA Scotland **Operational Rules and Supplementary Guidance for Learning Providers**, which states:

"You must retain, **for a period of 6 years**, the following documentary evidence in respect of any ILA Scotland grant funding claim:

- **evidence of the learner's agreement with your organisation to undertake the ILA Scotland-funded learning episode;**
- **evidence of the actual start date of learning;**
- **evidence of the receipt of the learner's personal contribution to the price of the ILA Scotland-funded learning episode;**
- **evidence of the receipt of any third party contribution to the price of the ILA Scotland-funded learning episode;**
- **the Learning Token associated with that learning episode."**

For the avoidance of doubt, **the documentary evidence, records and books of account referred to in rule 10 of the Operational Rules and clause 6 of the LPPA must be retained for a period of at least 6 years from the date of the claim for ILA Scotland grant funding to which they relate**, which period will continue to apply notwithstanding that the LPPA may have expired or have been terminated in the meantime.

November 2005