

Learning Provider Registration process

Overview

If you wish to participate in the ILA Scotland scheme you must complete an ILA Scotland learning provider application pack. You can download an application pack from the Learning Provider zone of the ILA Scotland website.

To participate in the scheme you must meet **at least one** of the quality management systems specified in the application pack and be able to provide the required evidence in support of your application. Most importantly you are also required to sign two legally binding documents:

- the **Learning Provider Registration Agreement (LPRA)** commits you to comply with the scheme rules, maintain accurate records, allow access to your premises and supply such additional information as requested by the Learning Account Administrator
- the **Learning Provider Payment Agreement (LPPA)** provides the framework through which payments will be made to you.

You must complete all parts of the application pack, sign two copies of each agreement, and return them along with all relevant supporting documentation for processing. Help and guidance on completing this pack is available on the ILA Scotland website, www.ilascotland.org.uk and from the ILA Scotland learning provider helpline on **0141 285 6104**.

The agreements and supporting documentation will be logged upon receipt and checked by ILA Scotland staff. You may be asked to supply additional information and/or documentation in support of your application.

At this time, we will send you a CD-Rom containing the software that will enable you to submit details of your learning opportunities for approval against the Definition of Eligible Learning (DEL) and the National Learning Opportunities Database (NLOD) data quality standards.

If successful in your application, you will receive formal notification of your registration within the ILA Scotland scheme and counter-signed copies of the LPRA and LPPA agreements will be returned to you.

As a formally registered learning provider you will be able to have your learning opportunities published on the ILA Scotland website and will be able to start booking learners through the ILA Scotland system.

If your application is unsuccessful you will be informed of the reasons in writing.

Process flow

