



Income Assessment

Evidence of income should be sent to ILA Scotland along with the completed application. All forms that learners are required to complete to evidence their income will be found in their application pack.

Employed Learners

- If they are paid monthly, they should provide their three most recent pay slips.

Or
- If they are paid weekly, they should provide three pay slips that they have received in the last three months.

Or
- If they can not provide pay slips they should ask their employer to complete the ILA Scotland Employer Certification of Income form (ILASCE) which is provided in the application pack.

Self-Employed Learners

- The learner must complete the ILA Scotland Certification of Self-employed Income form (ILASSI) which is in the application pack.

Learners in Receipt of Benefits or Pension

- The learner must send confirmation of their benefit entitlement / tax credits for:
 - Jobseeker's Allowance
 - Income Support
 - Employment and Support Allowance
 - Carer's Allowance
 - Pension Credit
 - Maximum Child Tax Credit

Acceptable forms of evidence for the above are:

- The learner's latest benefit entitlement letter.

Or

- The learner's most recent Tax Credit Assessment Notification.

Or

- The learner can provide details of their benefits by completing the ILA Scotland Confirmation of Benefit form (ILASCB). This form must be verified by JobCentre Plus.

If the learner is a pensioner and they do not receive the State Pension Credit they can send us:

- A copy of their standard pension statement (for private pensions).

Or

- A letter from the Department of Work & Pensions confirming their pension.

Or

- Copies of the inside cover of their pension book showing the payment made and to whom.

Learners with No Personal Income

If, for any reason, the learner does not have any income of their own, they should mark this on their application form. ILA Scotland may contact them and they may be required to provide further evidence of their income status.

A summary of acceptable forms of evidence is provided below:

EVIDENCE OF INCOME				
Employed	In receipt of benefits or state pension	Pensioner not in receipt of state pension	Self-employed	No income
3 most recent monthly pay slips or 3 weekly pay slips in last 3 month period or ILA Scotland Employer Certification of Income form	Latest benefit entitlement letter or Most recent Tax Credit Assessment Notification or ILA Scotland Confirmation of Benefit form	Copy of standard Pension statement for private pensions or Letter form DWP confirming their pension or Copy of the inside cover of their pension book showing payment made and to whom	ILA Scotland Certification of Self-employed Income Form	Application form