



How Learners Register with ILA Scotland

Registering for ILA Scotland could not be simpler.

All the learner has to do is either to call the ILA Scotland helpline on **0808 100 1090** or visit the website at **www.ilascotland.org.uk** to request an application pack.

Below we have listed example of the learner registration process:

How the ILA Scotland offer works

1. Learner hears about ILA Scotland as a result of ongoing marketing and promotional campaigns, partner organisations and learning providers.
2. Learner calls the ILA Scotland helpline or completes the online application to request an application pack and provides some general eligibility information.
3. ILA Scotland sends the application pack to the learner. The application is part – completed based on information provided by the learner.
4. Learner checks and completes part – completed application form and return it to ILA Scotland with evidence of income.
5. ILA Scotland checks evidence and sends learner confirmation, account number and guidance on how to use the funds in their learner account.
6. Learner selects course and books it with learning provider.
7. Learner gives learning provider ILA Scotland account number.
8. Learning provider inputs details of learner and course onto ILA Scotland website and requests the funds are reserved.
9. ILA Scotland sends learner a letter confirming details of the course and a Learning Token, unique to that course.
10. ILA Scotland issues confirmation to learning provider.
11. Learner starts the course and provides learning provider with the unique Learning Token and their payment contribution if required.

12. Learning provider requests payment by entering the unique Learning Token number on the ILA Scotland website.
13. ILA Scotland makes payment to learning provider and sends a statement to the learner to advise that funds have been taken from their learner account.