



ILA Scotland

2010 summary presentation

What is ILA Scotland?



- ILA Scotland is a Scottish Government scheme to help learners get up to £500 a year towards the cost of their course fees
- the money is not a loan so you don't have to pay it back
- basic eligibility criteria:
 - have a personal income of £22,000 a year or less, or are on benefits
 - aged 16 or over
 - ordinarily resident in Scotland.

There are two types of account available



- **£200 accounts:** if you want to learn something new or brush up your skills. These could be short vocational courses or modules/elements that help you to attain other, bigger qualifications
- **£500 accounts:** if you want to study a part-time higher education or professional qualification course
- can only have one account open at a time so it's important to think about what type of course you may want to use your account for.

ILA200 accounts



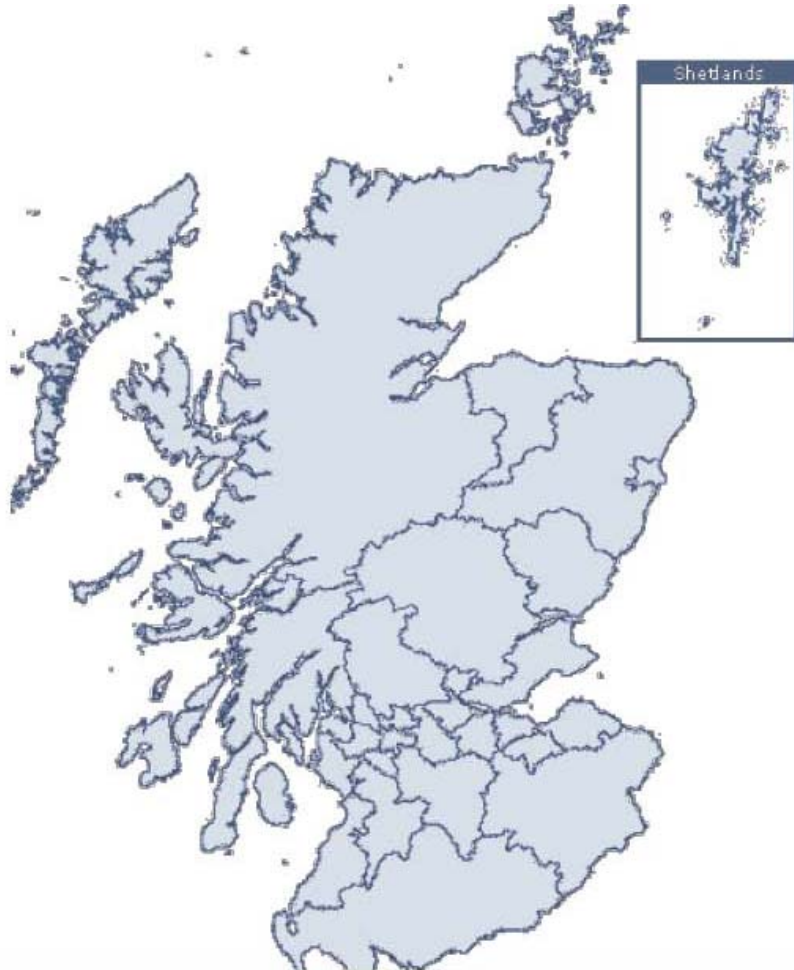
- funding of up to £200 each year towards eligible courses
- study with any ILA Scotland approved learning provider including local colleges, universities and private training providers
- courses start from as little as £25 and with a wide and varied range available including Accounting to First Aid, Creative Writing to Conversational Spanish to Forklift Truck Operations there is plenty to choose from.

ILA500 accounts



- for part-time study
- must be studying 40 Scottish Credit Qualification Framework (SCQF) credits or more in an academic year
- can choose from higher education courses, Professional Development Awards (PDA), and Continuing Professional Development (CPD) courses at SCQF levels 7 – 10
- and for academic year 2010/2011 you can also get up to £500 towards eligible part-time taught postgraduate courses, PDA and CPD courses at SCQF level 11.

ILA Scotland approved providers



- over 400 approved providers*
- over 23,000 courses approved*

*Correct June 2010

How does it work?



- the money is not a loan so you don't have to pay it back
- learner must register and have account opened with ILA Scotland prior to the course start date
- funds can be used to cover one or several courses
- learners can re-apply for funding every year (for ILA200 this is every 'learner' year, for ILA500 this is every 'academic' year).

How to apply



- for online applications visit:
www.ilascotland.org.uk
- phone: 0808 100 1090 to speak to an adviser.

How to apply – ILA200



- learner must complete and return form with proof of income
- if the application is successful, a welcome pack will be sent to the learner with their account number
- learner can then book approved courses
- a learning token will be sent to the learner which they must pass to the provider to release funds from their learner account
- learning tokens have an expiry date clearly printed on them
- applications **must** be processed before start date of the course.

How to apply – ILA500



- learner must complete and return form with proof of income (form must be endorsed by the college or university)
- if the application is successful, an Award Notification letter will be sent to the learner. There is no booking token system
- the Award Notification letter to be returned to the college or university to be processed and funds released from the learner's account
- applications **must** be processed before start date of the course.

Income assessment



Employed:

- 3 payslips
- if paid monthly, 3 most recent payslips
- if paid weekly, 3 payslips from within the last 3 months
- alternatively, complete the Employer Certificate of Income form
- overtime and bonus payments are included in the calculation of annual income.

Income assessment



Self employed:

- complete the Certificate of Self Employed Income (this must be certified by an accountant or a financial adviser)
- in exceptional circumstances where there is no accountant, the applicant can write in on company letterhead confirming details
 - learner is informed that each case will be assessed on an individual basis and they may be asked for more information as part of the assessment process.

Income assessment



Benefits / Tax Credits:

- Jobseekers Allowance
- Income Support
- Incapacity Benefit / Employment & Support Allowance
- Carer's Allowance
- Pension Credit (aka State Pension Credit)
- Child Tax Credit (maximum rate)

Income assessment



Evidence of benefits / Tax Credits:

- latest benefit statement / entitlement letter
- alternatively get Jobcentre Plus office complete Confirmation of Benefit form
- most recent Tax Credit Assessment notification.

Income assessment



Not working / not on benefits:

- National Insurance Contributions Record from the DWP
- Tax Credit Notification from the Inland Revenue
- covering letter explaining the situation if unable to provide the above
 - learner is informed that each case will be assessed on an individual basis and they may be asked for more information as part of the assessment process.

Income assessment



Full-time study:

- award letter for College Bursary or from SAAS.

Income assessment



16 and 17 year olds:

- National Insurance Contributions Record Statement from the Inland Revenue
- if, due to their age the learner does not have the above then a covering letter from the learner explaining their situation should be supplied.

Income assessment



State pension / private pension:

- copy of standard pension statement
- letter from the Department of Work and Pensions (DWP) confirming pension details.

Contact us:



- visit: www.ilascotland.org.uk
- phone: 0808 100 1090 to speak to an adviser.