



## Welcome to ILA Scotland

ILA Scotland was launched in December 2004 with the aim of encouraging adults throughout Scotland, particularly non-traditional learners, back into learning.

Building on the success and popularity of the original Individual Learning Account initiative, ILA Scotland brings learners and learning providers together through a combination of attractive financial support and a high quality learning experience.

Providing learners with this positive and productive experience of learning is a core aim of ILA Scotland. This is achieved through the application of rigorous quality standards and is further supported by robust operating procedures.

This not only benefits learners but, as an ILA Scotland learning provider, you will receive very clear guidance on how the scheme will operate and what will be required of you. You can also be assured of an efficient, regular and secure payment procedure. This document provides a brief overview of the ILA Scotland scheme. More detailed information is available within the accompanying pack.

### ILA Scotland Overview

ILA Scotland is a Scottish Government scheme for people who have an income of £22,000 a year or less, or who are on benefits. To apply you need to be aged 16 or over and be resident in Scotland.

ILA Scotland accounts are for people who are interested in learning something new or brushing up their skills. All ILA Scotland registered learning providers can offer their eligible courses to ILA Scotland account holders.

A summary of the offer is provided below:

<b>Target group</b>	<b>Funding available</b>	<b>Proof of income required?</b>	<b>Eligible courses</b>
Earned income of £22,000 or less p.a.	Up to £200 per learner year	Yes	A wide range of courses subject to those specifically excluded in the Definition of Eligible Learning

### **ILA Scotland account example:**

Joan Smith has £200 in her ILA Scotland account.

In August, she chooses a course that costs £50. As the course is approved for ILA Scotland funding Joan does not have to pay anything; ILA Scotland pays the full cost of her course.

Joan now has £150 left in her ILA Scotland account.

In October she chooses a course that costs £180. ILA Scotland contributes £150 towards the course and Joan pays the balance of £30 to the learning provider.

### **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 the application form and returns 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.

### **The next steps**

The ILA Scotland learning provider registration pack comprises several documents which you should read before completing the Registration Agreement and Payment Agreement forms.

When you have completed the Registration Agreement and the Payment Agreement forms online, you should print two copies of each form. You should sign all four documents.

**Please note: We will not accept handwritten copies.**

**Please complete the document online, print and return to:**

ILA Scotland  
The Skills Development Scotland Co. Limited  
Alhambra House  
45 Waterloo Street  
GLASGOW  
G2 6HS

Please retain a reference copy of each agreement. When your application has been approved one counter-signed copy of each agreement will be returned to you and the other retained by ILA Scotland. Please refer to the Checklist for further guidance on the documentation you should complete and return to ILA Scotland.

Within your pack you will also find a CD-Rom containing the PROMT software and instructions which allow you to add your courses to, and update them on the National Learning Opportunities Database (NLOD). If your courses are not already on the NLOD you are encouraged to add them now. Should you be accepted as an ILA Scotland learning provider this will help speed up the registration of your courses on the ILA Scotland Database. Your courses will also benefit from being available to the hundreds of thousands of Scots who request information from us every year.

If you are a learning provider who satisfies all requirements set by ILA Scotland then you will be:

- issued with a user id and password which will enable you to flag those courses you wish to be considered for inclusion in ILA Scotland
- given instructions on how to access booking and payment information.

Once your courses have been checked for eligibility they will be added to the ILA Scotland Database.

You will then be ready to book learners onto your ILA Scotland courses.

Once you have submitted your application, you will hear from us within 10 business days. In the meantime, if you have any further queries about ILA Scotland or the registration process, please call **0141 285 6104**. Lines are open between 9am and 5pm, Monday to Friday.