

Learning Provider Application Checklist

To assist in the processing of your registration as an ILA Scotland learning provider, the Learning Provider Registration Agreement (LPRA) and the Learning Provider Payment Agreement (LPPA) must be fully completed and signed and all supporting documentation enclosed with your application.

The checklist below will help you identify if you have provided all the required information and help avoid any delays in the processing of your registration. Please do not send your application until you are satisfied that all of the information below is complete, as missing information may delay the processing of your application.

If you have any questions, please call the learning providers' helpline on 0141 285 6104.

COMPLETE
(please tick)

- **Learning Provider Registration Agreement (LPRA) – two copies**

- Both copies signed by an authorised signatory
- All sections, including Organisational Details (Sections 1-7), Learner Support Provision (Section 8) and Financial Information (Section 9) fully completed
- Supplementary evidence in support of your record of learning provision
- Copy of the last two years' audited financial statements

- **Learning Provider Payment Agreement (LPPA) – two copies**

- Both copies signed by an authorised signatory
- Web administration form and Bank details form fully completed

- **Quality Standards – supporting documentation (photocopies are acceptable)**

Please tick all that apply.

- Scottish Funding Council recognition of good standing regarding Quality Assurance Agency (QAA) for Higher Education and / or recognition of good standing regarding the requirements of HM Inspectorate of Education (HMIE)
- Scottish Qualifications Authority (SQA) approval as an SQA-approved centre
- Approved learndirect scotland branded learning centre