



## ILA Scotland Learning Provider Registration

### About ILA Scotland

ILA Scotland is a cornerstone of the Scottish Government's Lifelong Learning strategy. It is an individual learning account for anyone aged 16 or over and living in Scotland. Learners who have an earned income of £22,000 a year or less or who are on benefits may be eligible for £500 per year to help them pay for a wide range of ILA Scotland approved courses.

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

### How to become a registered ILA Scotland learning provider

If you wish to participate in the ILA Scotland scheme, you must meet at least one of the following quality standards:

- 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) initial approval as an SQA-approved centre
- Approved learndirect scotland branded learning centre.

If you hold one of the above standards then you can download an application pack from the ILA Scotland website.

### Next steps

The application contains two legally binding documents which you must complete and return to us:

- The Learning Provider Registration Agreement (LPPA) commits you to comply with the scheme rules, maintain accurate records, allow access to your premises and supply such additional information as requested by the Learning Account Administrator

- The Learning Provider Payment Agreement (LPRA) provides the framework through which payments will be made to you.

You must complete all parts of the application pack, sign two copies of each agreement and return them along with all relevant supporting documentation for processing.

When ILA Scotland receives your application, the agreements and supporting documentation will be logged and checked. In some cases, you may be asked to supply additional information and / or documentation in support of your application.

If your application is successful, you will receive formal notification of your registration within the ILA Scotland scheme and counter-signed copies of the LPRA and LPPA agreements will be returned to you.

As a registered learning provider, you will be able to have your learning opportunities published on the ILA Scotland website and will be able to start booking learners through the ILA Scotland system.

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 and 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.

### **Timescales**

Once you have submitted your application, you will hear from us within ten business days. In the meantime, if you have any further queries about ILA Scotland or the registration process, you can call the learning provider helpline on **0141 285 6104**. Lines are open between 9.00 a.m. and 5.00 p.m. Monday to Friday.