



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 leaflet 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

There are 2 types of account available:

£200 accounts – 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 £200 account holders.

£500 accounts – available only for people who are studying a part-time higher education or professional qualification course such as a Higher National Certificate (HNC), Higher National Diploma (HND) or a Degree. Learners must be studying 40 Scottish Credit and Qualifications Framework (SCQF) credits or more per year.

Higher education courses, Professional Development Awards (PDA) and Continuing Professional Development (CPD) courses are available at SCQF levels 7 – 10.

And for academic year 2010/11 learners can get up to £500 towards eligible part-time taught postgraduate courses, PDA and CPD courses at SCQF level 11.

A summary of the offer is provided overleaf.

A summary of ILA Scotland is provided below:

Target group	Funding available		Proof of income required	Eligible courses
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
Earned income of £22,000 or less p.a.	Up to £500 per academic year		Yes	Higher education courses, Professional Development Awards (PDA) and Continuing Professional Development (CPD) courses are available at SCQF levels 7 – 10. For academic year 2010/11 learners can get up to £500 towards eligible part-time taught postgraduate courses, PDA and CPD courses at SCQF level 11.

ILA 200 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 £160 left in her ILA Scotland account.

In October she chooses a course that costs £180. ILA Scotland contributes £160 towards the course and Joan pays the balance of £20 to the learning provider.

ILA 500 example

Bryan Wilson finds a higher education course for £550 he is interested in studying part – time.

He completes the application form and takes it to his college who complete section C. Bryan then returns the completed forms with his evidence of income.

He receives an Award Notification letter advising that his application has been successful and £500 will be contributed towards the cost of his course from ILA Scotland.

Bryan must pay £50 of his own money towards the cost of the course.



How the ILA Scotland £200 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.
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How the ILA Scotland £500 offer works

1. Learner is currently studying or finds a part-time higher education or professional qualification course which they would like to study.
 2. Learner hears about ILA Scotland as a result of ongoing marketing and promotional campaigns, partner organisations and learning providers.
 3. Learner completes the online application form or calls the ILA Scotland helpline to request an application pack and provides some general eligibility information.
 4. ILA Scotland sends the application pack to the learner. The application is already part completed based on information provided by the learner.
 5. Learner checks and completes their details on the application form and passes the application form to the learning provider to be endorsed.
 6. The learning provider signs, dates and stamps the application form and returns it to the learner who sends the completed form to SAAS for eligibility checking, recording and processing.
 7. SAAS send the award / rejection letter to confirm the level of funding to the applicants.
 8. Learners present the award letter to the institution as proof of their funding. Learning providers should take a copy of the award letter from the learner which they should keep for audit purposes.
 9. The learner can now begin the course on the course start date. This is the date recorded as 'course start date' by the institution on the application form.
 10. Once SAAS have received confirmation that the learner has attended and no withdrawal information has been received, they will pay the learning provider.
 11. Payment will be made to the learning provider in the next fee run after the course start date. They will be paid on the same frequency as for full-time tuition fee support and this will be recorded separately.
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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 and send them to:

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.
