

How Learners Book a Learning Episode

Once the learner has confirmed that their course is eligible and attracts ILA Scotland funding they can contact the learning provider to register. This process is outlined below:

- The learner should book the course directly with the learning provider and advise them that they want to use their ILA Scotland funds to pay for it.
- The learner should provide their unique learner number, which appears on their learner card. This allows the learning provider to reserve the learner's ILA Scotland funds.
- It is not necessary for the learner to contact ILA Scotland at this stage as the learning provider will advise ILA Scotland that the learner wants to use their ILA Scotland funds for this course, using the ILA Scotland system.
- ILA Scotland will send the learner confirmation that their ILA Scotland funds have been reserved for that course. Details of the course booking include date, duration and cost will be confirmed to the learner and they will also receive an account statement from ILA Scotland advising them of what funds, if any, they have left.
- With this booking confirmation the learner will receive a Learning Token from ILA Scotland which is used to pay for the learning they have booked. ILA Scotland funds will only ever be released to the learner as a token and never as monies.
- The final stage is for the learner to start the course and give their Learning Token to the learning provider as payment. This should then be signed and dated to make it valid.
- At this stage the learner should also pay their contribution directly to the learning provider if they have not already made this payment.