

SDS Individual Learning Account Information for Clients

What is an SDS Individual Learning Account?

SDS Individual Learning Accounts (ILAs) can give you up to £200 towards learning something new.

ILAs are for people who are 16 or over and living in Scotland and are for individuals who will benefit most from this support.

You can apply for an ILA if do not have a degree or above, are not undertaking any secondary, further or higher education, training through the Employability Fund * or Modern Apprenticeship, or participating on the Community Jobs Scotland programme.

You must also have an income of £22,000 a year or less, or be on benefits to be eligible to get up to £200 towards the costs of learning or training.

It's a great way to pay for learning new skills and because the money isn't a loan, you don't need to worry about paying it back.

*The Employability Fund replaces the Get Ready for Work and Training for Work National Training Programmes from 1 April 2013.

How do I apply for an ILA?

1. First, check that your learning provider is registered with ILA, and that the course you want to do is eligible – you can't use your ILA funds for courses which are not listed in the ILA database. Use the Course Choices tool on myworldofwork.co.uk to find eligible courses, or call the ILA helpline on 0800 917 8000 to check before you book.
2. Enrol for the course and tell the provider that you want to use your ILA funds to help pay for it. Give them your ILA account number.
3. The learning provider will enter the details of your chosen course on the ILA system, which will reserve the money from your account. It won't actually be paid out until you've started the course.
4. Your learning provider will send you confirmation of the course details and a statement showing how much of your account will be used to pay for it. You'll also receive a learning token, which you must keep safe until the course begins.
5. If your ILA funding doesn't cover the full cost of the course, you will need to pay the learning provider any balance you owe.
6. Give the learning token to your learning provider when you attend the first class. If it's a distance learning course, send the token to the provider when you've received, and are happy with, your learning materials. This is confirmation that you're happy for your ILA funds to be paid towards the course. The learning provider will put the details on to the ILA system, and the money reserved in your account will be paid to them.

This is the process you'll go through each time you use funds from your ILA.

SDS ILAs Web: myworldofwork.co.uk