

A Brief Guide to Individual Learning Accounts



The Secretary of State, in conjunction with the Individual Learning Account Centre, reserves the right to make changes to the information set out in this leaflet.

Further copies including audio, large print and braille versions are available from:

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**Department for
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INVESTOR IN PEOPLE



What will the Individual Learning Account Centre do for me?

As well as arranging payment to the college or learning provider, the Individual Learning Account Centre will keep details of your account - how much you have claimed, what learning you have bought with your discounts, and other details. You can check with the Centre at any time how much of your entitlement to discount remains unused, although the Centre will send you a statement of this once a year anyway. The Centre can also deal with your general enquiries about Individual Learning Accounts and the benefits that Account Holders can expect.

How can I find out more about learning opportunities?

Information and advice on learning opportunities is available from  **LearnDirect**™ on

0800 100 900

What are Individual Learning Accounts?

Individual Learning Accounts are a new way to help you pay for your learning. Backed by the Government and supported by colleges and other learning providers, employers and others, Individual Learning Accounts offer a package of discounts which makes it easier for you to get into learning.

Who can open an Individual Learning Account?

If you are aged 19 or over, you can open an Individual Learning Account. They are available to everyone and they are especially useful if you have not done a lot of learning before.

What do I get from an Individual Learning Account?

Once your account has been opened and you have your Account Card you'll be able to claim from amongst the following discounts:

- ▶ *80% off the cost of some kinds of learning e.g. computer literacy skills and introductory maths up to a maximum of £200 in any one year;*
- ▶ *20% off the cost of a wide range of learning, up to a maximum value of £100 in any one year;*
- ▶ *if you're one of the first million Account Holders to sign up for eligible learning, you'll get up to £150 off the cost of your learning, provided you put in £25 of your own money.*

4 steps to opening an Individual Learning Account

Step 1:

How do I open an Individual Learning Account?

Call the Individual Learning Account Centre on 0800 072 5678, visit the website www.my-ila.com or ask your learning provider for an application form.

Step 2:

Complete your application form and return it to the Individual Learning Account Centre.

Step 3:

Once your account has been opened, you will receive a welcome letter and Account Card.

Step 4:

Take your Account Card to your learning provider and book your learning.



What learning *can* I buy with the discounts?

You can claim either the £150 contribution or the 20% discount towards a very wide range of learning. You can get the 80% off what you pay towards some types of learning e.g. computer literacy skills or introductory Maths.

What learning *won't* I be able to buy?

You will not be able to use your discounts on:

- ▶ *any full or part-time graduate or post-graduate courses;*
- ▶ *courses you have already started;*
- ▶ *learning for which you already receive Government help;*
- ▶ *leisure or sports courses;*
- ▶ *books or learning materials not included in course fees; and*
- ▶ *childcare, travel and other related costs.*

How do I know whether my chosen learning is eligible for discounts?

If you are uncertain whether the type of learning which interests you will be eligible for discounts, you can:

- ▶ *ask at the place where you want to do your learning;*
- ▶ *phone the Individual Learning Account Centre on 0800 072 5678.*



0800 072 5678

Individual Learning Account Centre

www.my-ila.com

How do I claim the discounts?

You need to:

- ▶ *have opened your account;*
- ▶ *have an Account Card;*
- ▶ *confirm the learning which interests you is eligible for discount;*
- ▶ *enrol with your chosen learning provider.*

Your learning provider will:

- ▶ *check your Account Card details with the Individual Learning Account Centre;*
- ▶ *confirm your enrolment and your eligibility for a discount;*
- ▶ *take the payment for your own contribution to the cost of the learning; and*
- ▶ *claim from and receive via the Individual Learning Account Centre your discount entitlement.*

If you are one of the first million Account Holders, you will need to use your full £150 entitlement before you can claim the 20% discount.

