



Advanced Learner Loans: Application Guidance for a Loan Facility

Colleges and other training organisations (providers) can apply for an Advanced Learner Loans Facility of £45,000 to £300,000 of Advanced Learner Loans facility. To make an application for a Loans facility you **must** do the following.

1. Have successfully entered our **Register of Training Organisations** (the Register).
2. Have passed the capacity and capability questions associated with your register application.
3. Have identified an interest in offering Advanced Learner Loans through the Register.

We **will not** assess any applications that do not meet the criteria.

NOTE: If you have a direct contract for Adult Skills Budget, you **do not** need to follow this process. You need to complete the Loans facility adjustment request **form** to apply for a Loan facility.

How to make an application

You must complete the application form (Annex A) and return it to **Advanced Learner Loans** by **Friday, 18 December**. We **will not** assess any applications received after this date.

How to calculate what facility to request

For this application, you may wish to consider the likely learner demand from April 2016 to July 2016 and the Loans amount payable for the expected qualifications.

Payments are profiled across a learner's start and end dates and the SLC will pay providers directly each month. Providers will only receive payments for learners who have had their loan application approved by SLC and are confirmed as being in attendance.

Where a course spans one or more academic years, the Loans payments made will be offset against the Loan facility values for the relevant years.

This does not restrict providers to full delivery and completion within this timeframe; learners may continue in learning into the following academic year. Where appropriate and as part of our annual allocations and facilities process, we will offer a facility for the following academic year. This will account for the continuing learners and any new starts agreed.

Further information on the payment processes is available in the **provider support pack**. This also includes information on how to establish the maximum Loan value payable for specific qualifications.

Application assessment process and criteria

We will use the following criteria to assess all applications.

1. Providers must have been operating in the market place for a minimum of the past two academic years (in a subcontracting arrangement for the delivery of Adult Skills Budget [apprenticeship or non-apprenticeship] or Loans-funded provision).
2. Providers must be able to demonstrate through analysis of 2014 to 2015 individualised learner record (ILR) data a minimum completion and continuing rate of 70% or more for 100 learning aims or more in the 2014 to 2015 academic year.
3. Providers must hold a current SFA financial health assessment of 'good' or 'outstanding'.

As part of our decision-making process, we will use any information we already hold about a provider. We may obtain this from other government bodies or refer to information that is already in the public domain. We will use this at our discretion.

All decisions will be subject to funding availability.

Successful applications

We will email applicants with our decision within 20 working days from receipt of the application. We will use the email address provided on the application form.

If your application is successful, we will email you the next steps to access funding through your Loans facility. These will include the following.

- Ensure your UKRLP data is up-to-date.
- Complete and return a bank details form, which we will send to you.
- Register on **the Hub**; this will enable you to submit Loans-funded learners ILR data to us.
- We will send you information on what to expect from SLC to access their learning provider portal.
- Estimated timescales for when we will issue the formal agreement and other key activities.

Loans facility conditions agreement

We will offer successful applicants a Loans facility conditions agreement. This sets out the following.

- The terms and conditions for providers eligible to offer Loans to learners.
- The maximum amount of Loans funding available from SLC in an academic year.
- The maximum amount of Loans bursary available from the SFA in an academic year.

You will need to sign this agreement before you can commence any activity.

Offering Loans to learners

The setting up of providers from approval of the application for a Loan facility to operational delivery takes around 12 weeks. We will send out an estimated timescale of activities when we notify applicants of the outcome.

Operational requirements

Further information about Loans funding is available in the **provider support pack**. This details all of the operational delivery requirements you must to carry out including the following.

- Complying with the **SFA Funding Rules**, which expressly form part of the Loans facility terms and conditions.
- Providing learners with **access to information** about Loans.
- Issuing a **learning and funding information letter** to the learner.
- Completing and returning an **individualised learner record** for Loans-funded learners, as described in the **SFA Funding Rules**.
- Returning data to the SLC in accordance with the **SLC's Learning Provider Portal User Guide**.
- Operating the bursary and claiming funding.
- Managing within your facility financial values and requesting growth.
- Adding details of your provision to the **course directory portal** in accordance with course directory requirements.

Further help and information

Please review the **provider support pack** before you submit queries. You may find the answers to your questions in here.

If you have any queries about the application process or the Loans programme itself, please email **Advanced Learner Loans**. We aim to respond to all queries within two working days. Please note that we are unable to advise you about how to answer the questions in the application form.

Annex A

Advanced Learner Loans - Application for a Loan Facility

You must **only complete** this application if the organisation is on the [Register of Training Organisations](#), passed the capacity and capability questions associated with your register application and identified an interest in offering Advanced Learner Loans.

UKPRN	
Registered name:	
Companies House number:	

Please enter the value of facility you are requesting with an estimation of the number of learners you anticipate this to support.

	Loan Facility April to July 2015 to 2016
Total in £ Min - £45,000 Max - £300,000	
Estimated learner volumes	

Please indicate if you are interested in accessing Loans Bursary funding to support

- disadvantaged and vulnerable learners, and/or
- learners with learning difficulties and/or disabilities.

For more information on Loans Bursary please refer to the relevant section within the [provider support pack](#).

Yes	
No	

Please read and tick the following statements to confirm your acceptance

I/We certify that the information supplied within this application is accurate to the best of my/our knowledge.	
I/We understand that false information could result in exclusion from this and future exercises, may result in withdrawal of any existing funding agreements and result in civil or criminal proceedings.	
I/We agree and accept that the Skills Funding Agency may at its sole discretion use information it already holds, obtains from other Government bodies or which is already in the public domain to validate part or all of any answer we have given in this application.	
I/We understand that if the organisation or its employees does anything which could constitute an offence under s1 of the Bribery Act 2010, the Skills Funding Agency reserves the right to exclude the organisation from this application process	

Contact details

Please supply the following details for the individual authorising the submission of this completed application and whom will be the signatory on any Loans Conditions Facility Agreement made:

Name	
Position	
Contact number	
Email address	

If different to above please provide the details of the individual who is authorised to act as the operational contact.

Name	
Position	
Contact number	
Email address	

Please send by email your completed application form to advancedlearningloans@sfa.bis.gov.uk.

Applications must be received no later than **Friday 18th December 2015**, applications received after this date **will not** be assessed.