

Advanced Learner Loans Guidance for Providers on Applying for a Loan Facility

The Skills Funding Agency (SFA) is inviting organisations interested in accessing between £75,000 and £500,000 Advanced Learner Loans funding to complete and submit an application to advancedlearningloans@sfa.bis.gov.uk no later than **Monday, 14 March 2016**

Colleges and training organisations already in receipt of a direct contract for Adult Skills Budget do not need to follow this process but should complete the form [here](#).

In order to make an application for a Loans Facility providers **must**:

- have successfully entered or applied to enter the SFA's [Register of Training Organisations](#) (the Register), and
- passed the capacity and capability questions associated with your register application.

Any loans facility applications received which do not meet this criteria **will not** be assessed.

If you have not yet applied to the register or passed the capacity and capability questions associated with your register application, it is open for applications between Wed 10th February 2016 and 5pm Wed 2nd March 2016.

How to make an application

You must complete, in full the application form at annex A of this document and send it to advancedlearningloans@sfa.bis.gov.uk

[Applications must be received](#) no later than **5pm Monday, 14 March 2016**, applications received after this date and time **will not** be assessed.

How to calculate what facility to request?

For this application we suggest reviewing previous delivery and considering the likely learner demand for the period of 1 August 2016 to 31 July 2017 and the loans amounts payable for the expected qualifications.

Funding is profiled across a learner's start and end dates and paid directly to the provider each month. Providers will only receive funding 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 the SFA will as part of its annual allocations and facilities process, offer a facility for the following academic year which accounts for the continuing learners and any new starts agreed. Further information on the payment processes is available in the [provider support pack](#) along with information on how to establish the maximum loan value payable for specific qualifications.

What is the application assessment process and criteria?

The SFA will assess all applications using the following criteria:

- the provider has been operating in the market place for a minimum period of the past 2 academic years (in a subcontracting arrangement for the delivery of ASB (apprenticeship or non-apprenticeship) or loans-funded provision); and

- through the analysis of 2014/15 ILR data the provider demonstrates a minimum completion and continuing rate of 70% or more for 30 learning aims or more in the 2014/15 academic year.
- holds an SFA financial health assessment of 'good' or 'outstanding'

The SFA will also use at its discretion any information it already holds about a provider, obtained from other government bodies, or which is already in the public domain, as part of its decision-making process.

All decisions made will be subject to funding availability.

How will I know if the application has been successful?

We will notify applicants of our decision by email by the middle of April 2016, using the email address provided on the application form.

If the application is successful we will explain via email the next steps needed in order for you to be able to access funding via your Loans Facility. This will include:

- Ensuring UKRLP data is up to date
- Completing and returning a Bank Details form which we will send to you
- Registering on the [Hub](#) which will enable the submission of ILR data in respect of loans funded learners to the SFA
- Information on what to expect from Student Loans Company (SLC) regarding access to the Learning Provider Portal.
- Estimated timescales for the issuing of the formal agreement and other key activities.

What is the Loans Facility Conditions Agreement?

The SFA will offer successful applicants a Loan Facility Conditions Agreement. This agreement sets out the:

- terms and conditions associated with being a provider eligible to offer loans to learners,
- maximum amount of loans funding available from SLC in an academic year
- maximum amount of loans bursary available from SFA in an academic year.

You will need to agree to this agreement prior to any activity commencing.

When can successful applicants start to offer loans to learners?

Providers will be able to deliver education and training funded through a loan from the start of the 2016/17 academic year, with learners being able to apply before this date which will be confirmed after facilities have been awarded.

What does becoming a provider eligible to offer loans involve?

Further information for providers accessing or wishing to access loans funding is available in a [provider support pack](#), this details all of the operational delivery requirements you will be expected to undertake including:

- 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 ([ILR](#)) for loans funded learners, as described in the 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

The [provider support pack](#) details all of the operational delivery requirements expected of providers and contains the answers to many questions. We request that you review this information in advance of submitting queries.

Should you have any queries about the application process or the loans programme itself, please email advancedlearningloans@sfa.bis.gov.uk. We aim to respond to all queries within 2 working days.

Please note: the SFA is unable to advise providers on how to answer the questions set out in the application form.

Annex A

Advanced Learner Loans - Application for a Loan Facility

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 August 2016 to July 2017
Total in £ Min - £75,000 Max - £500,000	
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

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