

Welcome to the first issue of EMA Extension Update for 2006.

Only eleven weeks to go until April's EMA Extension!

Much of our work during the last quarter of 2005 was centred on the nine regional events we held across the country to help learning providers and local LSCs prepare for the extension of EMA to young people on LSC-funded Entry to Employment (E2E) and Programme Led Pathways (PLP). The events were a great success, drawing over 600 learning providers and inviting plenty of constructive feedback and debate.

Now, as the 10 April extension draws closer, we are planning three more conferences, aimed specifically at other partners and organisations that work with young people.

The events will be held in Birmingham, London and Leeds and will comprise an overview of the EMA extension policy and implementation plans in the morning, followed by an optional afternoon workshop on application forms. The workshop will be particularly relevant for individuals working directly with young people.

Please encourage those partners and stakeholders with whom you work and who would benefit, to attend the events in order to learn more about preparing for the extension. Registration details can be found in the following pages.

Finally, over the coming weeks the Unit will provide further training and support materials to help local offices, learning providers and partners get ready for the extension. In the meantime, don't forget to refer to the planning toolkit, *Learning Providers: Getting Ready for EMA* which will provide a step by step checklist to help you prepare for 10 April.

EMA Extension Update

January 2006

Of interest to work-based learning providers, local LSCs and anyone else interested in delivering EMA

The document can be downloaded by cutting and pasting the following link into your web address box: <http://readingroom.lsc.gov.uk/LSC/2005/funding/providers/learning-providers-getting-ready-for-ema.pdf>. Learning providers should also refer to the 2005-2006 EMA Extension Guidance, which contains comprehensive information and is downloadable from www.direct.gov.uk/ema

As ever, we welcome your questions, and suggestions on how we can support you. Please email us at emaextension@lsc.gov.uk.

Many thanks for your continuing support for EMA.

Greg Burke, Head of EMA Unit

Administration funding – good news

We are pleased to announce that a payment of £70 per EMA learner will be awarded to all learning providers with 10 or more EMA learners.

This is a contribution towards administration costs for the scheme and will be based on the number of learners enrolled on the EMA system. The arrangements on administration funding in forthcoming years will be reviewed on an annual basis.

More information about the administration payments is explained in the EMA Guidance which is now available to download from www.directgov.uk/ema.

Partnership Conferences

Event dates are as follows:

Aston Villa Football Club, Birmingham - 27 January

The Russell Hotel, London – 1 February

Leeds United Football Club, Leeds – 3 February

Register online at www.pauljamesassociates.co.uk using conference code: **162389** and password: **ema**.

To secure a place at the afternoon application form workshop, please tick the 'staying all day' box. **Please note learning providers are not expected to attend these sessions.**

Essential EMASYS training is underway

Book your FREE place now!

To ensure organisations have access to the new EMASYS system by April, essential training sessions for learning providers kick off this month. It is critically important that staff who will be using EMASYS within E2E/PLP providers attend a session in order to be fully ready for the operation of EMASYS from April. The training will take you through all aspects of EMASYS operation, including making weekly and bonus payments.

The sessions are also the opportunity for your nominated EMASYS Super user to register formally with the APB, which they must do in order to gain access to the system in April. Existing college Super users still need to attend the training in order to be fully up to speed with the changes to EMASYS to cover E2E/PLP learners. So please ensure you are booked on a seminar now!

Invitations to providers have been sent out via email. If you have received your invitation but not yet confirmed your place on the training seminar, please confirm it now. If you have not received an invitation, or have any other queries about the training please get in touch with your local LSC EMA Coordinator immediately.

There is no charge to providers for attending a seminar.

EMA Q and A

Application process

What can we do to help young people and parents / carers with the EMA application process?

The EMA Unit is developing a range of resources for providers and partners to help them guide and support young people and parents through the application process. Central to this will be a resource pack, distributed before the April launch, which is likely to include:

- Information on which application form is to be used, based on when the young person is applying for EMA.
- Information on the application form highlighting best practice, pitfalls and common mistakes.

- Information on forms of income evidence: Tax Credit Award Notice (TCAN), P60, SA302 and Benefit Statement to help providers and partners familiarise themselves with the evidence young people and parents will need to supply to support their application.

The EMA Unit is also considering other resources, such as an interactive CD-ROM which will enable you to work through the application forms in a "show me – try it" setting. In order to ensure that the materials and support activities are comprehensive and relevant, consultation with delegates on the resource pack will take place at the Birmingham, London and Leeds conferences (during the afternoon workshops).

Underpinning all of this, your local LSC will be working with you to ensure you are fully prepared to support young people and parents / carers through the process. Support at a local level may take the form of local briefings or training sessions.

At any stage of the application process, young people and parents can call our helpline - **080 810 16 2 19** – for advice on completing application forms.

Who has lead responsibility for giving out forms and supporting young people and parents through the application process?

The application process is a shared responsibility. Schools are equipped to provide information about EMA and application forms, as are Connexions, youth workers, other key partners and, of course, our helpline staff.

The vast majority of applications are completed by young persons and their household unaided. If an incorrect application is received by the APB they will send it back to the applicant with a note saying how to correct it. If the applicant returns the application and it is still incorrect APB will telephone the young person to talk through the correction.

How will learners be funded if they experience a delay in the application process? Will there be a cut-off date for back payments?

If a young person applies within four weeks of starting their course, payments will be back dated to the start of the course. If a young person does not apply within four weeks of starting their course, payments will be back dated to the time of their application only. Further details can be found in the EMA Guidance.

Miscellaneous

What is a 'household'?

A 'household' for the purpose of EMA is the same as a 'household' for Tax Credits. As part of the EMA application process, household income details of the one or two adults who are mainly responsible for the young person need to be provided. For EMA the adult(s) is mainly responsible for a young person if he or she usually lives with the adult(s).

What are the residency criteria for the extension to young people on LSC-funded E2E and PLP programmes?

In order to meet the EMA residency criteria the young person must satisfy the following conditions:

- be a UK national born here or have UK citizenship or a UK passport, and in either case also have three years' continuous residence in the UK immediately prior to the course start
- have indefinite leave to remain, indefinite leave to enter, refugee status or Humanitarian Protection
- come from a European Union or European Economic Area country and have lived in the UK for at least three years immediately prior to the course start; or
- have EU Temporary Protection (only exists after the Council of the European Union have invoked the EU Temporary Protection Directive).

NB: Following a recent European Court ruling, students from EU/EEA countries can be resident for three years beforehand solely for the purpose of receiving education. These areas continue to be under active review with DfES/Home Office colleagues.

Coming soon...

In next month's issue of EMA Extension Update, you will find a checklist of steps you need to take to ensure you are prepared for 10 April. We will also list and, where possible, provide links to the resources that will be available to help you.

The definitive guide to the EMA Extension

Comprehensive information and guidance on EMA for learning providers who are involved in delivering LSC-funded Entry to Employment (E2E) and Programme Led Pathway (PLP) provision 16–19 year old learners is now available in the 2005-2006 EMA Extension Guidance. This guidance sets out what learning providers should do to operate the EMA scheme for the extension to Entry to Employment (E2E) and Programme Led Pathways (PLP) in their organisations; and how to get the best from it.

To find out more and download your copy of the 2005-2006 EMA Extension Guidance visit www.direct.gov.uk/ema

Marketing and Communications Update

EMA is supported by a consumer marketing and PR campaign to promote EMA to young people and their parents.

Future publicity will refer to the extension of EMA to learners on E2E and PLP. Highlights for 2006 will include:

- TV advertising: you may have seen previous EMA ads on a 'spy' theme. These ads will continue in bursts between the weeks commencing 20 February and 13 March, in May and June (dates tbc) and in August to coincide with exam results (dates tbc)
- leaflets/posters: following a similar theme to the TV ads. You should receive promotional materials in late February
- news generation and feature stories: from January onwards. Targeting the tabloids in particular, angles will include the cost of bringing up teenagers, EMA milestones (for instance, record application numbers) and emotive success stories; and
- EMA website (direct.gov/ema): this is being refreshed to become a effective marketing tool for young people and parents.

EMA Extension Update is published monthly and is available online. It can be downloaded from our website (www.lsc.gov.uk) through the Documents section of our national home page by selecting Series on the menu bar.

We value your views, so please let us have your comments on the content and style, or any ideas on how you think we could improve LSC Extension Update at emaextension@lsc.gov.uk

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