

Career Information Guide No. 17

ELCAS – Your Guide to Enhanced Learning Credits



Updated May 2015 © 2015

**4exMilitary Jobs Ltd trading as 4exMilitary and as The Logistics Employment Network (LEN)
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Wilplan Training Ltd.



What are Enhanced Learning Credits?

The Enhanced Learning Credit scheme was set up by the MoD to support and encourage Lifelong Learning among members of the Armed Forces. Eligible members of the scheme are able to claim up to £2,000 towards recognised training courses that are at level 3 or higher on the Qualification Credit Framework (QCF) or Equivalent Level. Members of the scheme can make up to three separate claims during their service or up to 10 years after service. Only one claim can be made in any one financial year (31st March – 1st April).

Am I entitled to them?

To be eligible you must have registered for the scheme whilst serving and have served at least four years eligible service from the point of registering for the scheme.

Wounded injured or Sick Personnel (WIS)

If you were Wounded Injured or Sick (WIS) after completing Phase 1 and Phase 2 Training but were unable to reach the four years eligible service then you may still be authorised to claim ELC at the lower tier rate to achieve a qualification. ELC use when WIS must be part of an Individual Recovery Plan (IRP) managed by the Army Recovery Capability Scheme or RN and RAF systems.

Medical Discharge

For personal that have been Medical Discharged before reaching the four year eligible service then you may still be eligible to claim ELC at the lower tier if your discharge was on or after 1st November 2010. You must be a member of the ELC scheme and the injury or illness must be caused or significantly worsened, wholly or predominantly, by service, as defined by the Armed Forces Compensation Scheme.

How much can I claim?

ELC awards are available at two “tiers”:

Lower Tier

If you have served four or more years from the time of registering for the scheme then you are eligible for the lower tier of up to £1000 per annum.

Higher Tier

For those with Eight or more years eligible service' after registration for the scheme you will be eligible for the Upper Tier level of up to £2000 per annum.

What will Enhanced Learning Credits cover?

ELC's are only to be used to pay for the cost of 'Training, this includes tuition fees and VAT.

They cannot be used to contribute to the cost of :

- Travel & Subsistence
- Accommodation

- Meals
- Equipment
- Course manual, booklets or other resources for which additional fees apply.

The cost of some or all of these may be claimed via other methods particularly those undergoing resettlement.

Free accommodation and incentives from learning providers.

MOD rules strictly forbid the acceptance of inducements or incentives from providers including subsidies, free accommodation, travel, food and equipment.

Learners who breach these rules risk forfeiting their ELC membership.

How much will I need to contribute?

ELC will contribute up to 80% of your course fees up to a maximum of your eligible claim level of either £1,000 or £2,000. You will be required to make a personal contribution of at least 20% of the course fees and any outstanding fees that go above your claim level.

Can I use my Resettlement Grant to pay my contribution?

Yes, Individual Resettlement Training Costs can be used in combination with ELC's and can make up part or all of your 20% contribution.

Can I combine multiple courses in a single claim?

Yes, providing your courses are linked towards a single career goal or industry then you can combine multiple course together under one claim providing it is with a single provider.

As per ELC guidelines

"If a number of separate courses are undertaken but combine to form a discrete, single, learning purpose, as a single claim with a single learning provider, then ELC funds can be set against the total cost"

JSP 898 Chapter 4

How do I make a claim?

If you are currently still serving then the easiest way to begin your claim is to visit your Education centre who will guide you through the process.

Ex-Service Personnel

The following information must be submitted via post to your Single Service Representative a minimum of 25 working days prior to your course start date/registration date:

1. Fully completed claim form (section 1, 2 and 3) – provided as single-sided pages submitted via post unless residing overseas
2. Evidence of your last day of Service which can be one of the following:-
 - A copy of your discharge document, or
 - A copy of P45 terminating employment, or
 - A document stamped by your regiment confirming leaving date

3. A copy of your driving licence or passport
4. A copy of a utility bill showing your home address
5. Full information about the course that you wish to undertake to include details of your registration date where applicable
6. A copy of your Acknowledgment of Scheme Membership (This would have been given to you post registration)
7. A letter explaining how your chosen course of study will contribute towards personal development.

Tip: *Try to be descriptive in your letter about the modules or parts of the course that you are applying for and explain how and why you feel this will be of benefit in your future career progression. This might be in order to obtain your SIA licence and to gain industry relevant qualifications that expand your employability within the Security Industry, Training Industry etc. You may be combining courses together and this is acceptable providing you can explain how they are linked. For example Close Protection and Advanced Driving link due to the roles of Close Protection Officers also being employed as Drivers or Chauffeurs. This would greatly enhance your employability.*

8. Completion and submission of course evaluation form for all previous ELC funded courses (This is a requirement to allow you to make a second claim)

For those that are post service then all claims must be made via the ELCAS website. Go to <http://www.enhancedlearningcredits.com/Claiming/Ex-service%20Personnel/> for more information

Your complete and accurate claim form must be received by your authorising education staff a minimum of 25 working days prior to course start date. It must subsequently be forwarded to reach ELCAS at least 15 clear working days prior to the course start date.

<http://www.enhancedlearningcredits.com/Learning%20Providers/keydownloads/Learning%20Provider%20Claim%20Process%20Flow.doc>

[http://www.enhancedlearningcredits.com/Claiming/keydownloads/1\)%20ELC%20Claim%20Form.doc](http://www.enhancedlearningcredits.com/Claiming/keydownloads/1)%20ELC%20Claim%20Form.doc)

Wilplan Training have been a Career Transition Partnership approved provider for many years and registered as an approved provider under the ELCAS Scheme, learning provider number 2992. Our team are always available to offer support and advice on the best choices and packages to suit your career goals.

Wilplan offer a range of training courses in Close Protection, Maritime Security, Advanced Driving and Medical Training through to Trainer Courses. www.wilplantraining.co.uk

Sources

www.enhancedlearningcredits.com