

Enhanced Learning Credits (ELC)

Members Area

March 2016



The Ministry of Defence has committed some additional developments to produce a Members area for ELC Registered personnel. The member's area will provide you with some significant benefits including ability to;

- Check your entitlement
- Submit a claim
- Check the status of your claim
- Provide you with prompts of any outstanding actions e.g. completing your evaluation form.

Please note that this user guide has been designed to provide an overview for this area.

The Ministry of Defence's Enhanced Learning Credits Scheme is an initiative that promotes lifelong learning for members of the Armed Forces and your understanding and transition to this new process supports the delivery of this scheme.

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User Overview

Members Area

Like many websites you will find the Members Area at the top right of the ELCAS website.



Click on this, and it will take you to the Member Logon page. You will have already been provided your details by your Education Staff (Still Serving) or your Single Service Representative (Service Leavers)

Member Logon

This is the Member Logon page. You may only log in to your member account if you have been sent an email to confirm your logon email and password.

User Name

Password

Main Page

This page shows a member if they are eligible to claim and at what tier. The Claim Status Check area enables a member to both keep track and submit a claim.

[Change Password](#) [Logout](#)

Eligibility Check

Service	Service Number	Rank		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Forenames	Surname	Scheme Entry	Scheme Expiry Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Applicant Status		Scheme Status		
<input type="text" value="Active Member"/>		<input type="text"/>		

Please note that your Scheme Expiry Date is derived from your Last Day of Service data held by the Ministry of Defence. If you believe your Last Day of Service is incorrect please contact your MOD Representative for further details.

Claim Status Check

The grid below lists all claims associated with you. Claims that have been started but not submitted, or submitted and returned to you for review will be shown as a button within the 'Current Status' field, displaying 'Entering' as the text. Clicking on this button will open the claim wizard. Where a claim is in an Authorised or Completed status, the CAN No field will display a button with the claim number. Clicking this button will produce the CAN in a PDF format.

CAN No	Provider	Course Start	Course Titles	ELC Grant	PF Grant	Contribution	Total Fee	Current Status	Evaluation Status
<input type="button" value="ADD CLAIM"/>									

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Submitting a Claim

In the Claim Status Check area you will need to click on the [ADD CLAIM](#) button. If you need any assistance at any time please click on the icon on the top right of the screen. Once you have chosen your Claim Type press [NEXT](#).

[News Board](#) [Member Details](#) [Update Member](#) [Claim Details](#) [Logout](#)

Claim Wizard

Step 1: Prerequisites and claim type

Use this Wizard to make a claim for Enhanced Learning Credits (ELC) funding, state subsidy for Publically Funded Further Education/Higher Education (PF FE/HE) or a combination of the two.

Please ensure you have familiarised yourself with the eligibility requirements (JSP 898) and Claiming Guidelines of the ELC scheme (available on the appropriate Serving Personnel or Service Leaver page within the ELCAS website).



Your complete and accurate claim form must be submitted to your authorising Education Staff a minimum of 25 working days prior to course start date. Please note this also applies to queried claims that are re-presented.

Have you had any breaks in service from enlistment date to your last day of service? This includes unpaid career breaks and additional maternity/paternity leave. If the answer is YES you must ensure that ELCAS receive all necessary up to date supplementary forms before submitting your claim for processing. Please use the Supplementary Sheet (available from your Education Staff or on the website www.enhancedlearningcredits.com to record interrupted service, eg frs, nrps).

Claim Type

▼
ELC only aggregated claim
ELC funding only
ELC and PF FE/HE funding
PF FE/HE funding only

relating to this claim.

[NEXT](#)

This page will enable you as a member to update your personal information or to [CANCEL CLAIM](#). The [CANCEL CLAIM](#) option will be available to use through your online application. Once you wish to proceed click [NEXT](#).

[Home](#) [Logout](#)

Claim Wizard

Step 2: My Information

Claim Number	Type	Service	Service Number
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Full Name		Enlistment Date	Scheme Entry Date
[REDACTED]		[REDACTED]	[REDACTED]

[CANCEL CLAIM](#)

If you have Non Continuous Service, you will need to upload supporting evidence to this claim. This action can be completed within Step 5: Evidence and Documentation.

Retirement Date

[REDACTED]

Please note that your eligibility to claim will be based upon the date provided here. Further to this you may be required to supply documentary proof to evidence the date given.

Rank	[REDACTED]	Address	[REDACTED]
Branch	[REDACTED]	[REDACTED]	[REDACTED]
Resettlement	[REDACTED]	IRTC Eligible	[REDACTED]
Medical Discharge	[REDACTED]	Wounded In Service	[REDACTED]
[REDACTED]	[REDACTED]	Postcode	[REDACTED]
[REDACTED]	[REDACTED]	Country	[REDACTED]

* We may need to contact you at the address provided.

[PREVIOUS](#)

[NEXT](#)

Now you can input the name of the provider you wish to use. Then click [SEARCH](#)

Provider

Please enter the Learning Provider's number or part of their name and click the Search button. Any matches will then be displayed in the drop down list. Where only one provider is returned the fields above will be automatically populated and no drop down list shown.

Enter search text

[SEARCH](#)

[PREVIOUS](#) [NEXT](#)

After choosing your provider click [NEXT](#).

right

[SEARCH](#)

<-- Please select a provider -->
<-- Please select a provider -->
Right Management Ltd
University of Brighton

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Now you input your course start and end dates. Choose your course by clicking

SELECT APPROVED COURSE

Course Start Date	Course Finish Date	SQL Level
<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall Qualification		
<input type="text"/>		
<p>Please provide details below of the course or modules of study to be undertaken with this Provider and the cost of tuition. See Annex A for further guidance and examples. PLEASE NOTE: You are required to submit a claim for each academic year of the course. Only one year of the course should be detailed below.</p>		
Associated Modules		<input type="button" value="SELECT APPROVED COURSE"/> <input type="button" value="ADD UNLISTED COURSE"/>
<p>No modules currently associated with this claim</p>		

PREVIOUS NEXT

As a member, you can filter by course code or title or alternatively use the slide bar. You can use this process to add multiple courses. If you unable to find your chosen course, you can use the button. Please note the MoD Authorising Personel may reject your course if you choose a course that has not been prior approved.

Filter by Code / Title:

Enter search text

NVQ Assessor with L3 Award in Educaion & Training	£1,342.80	<input type="button" value="SELECT"/>
Periodic Inspection & Testing of Electrical Installations (Exam Only)	£106.00	<input type="button" value="SELECT"/>
PRINCE2	£1,164.00	<input type="button" value="SELECT"/>
Siemens S7	£2,093.00	<input type="button" value="SELECT"/>
Warehouse and Distribution Supervisor	£1,178.00	<input type="button" value="SELECT"/>

As a member, you also have the ability to amend your chosen course/courses, if necessary by clicking on . e.g. If you had been quoted a different price from the organisation. You can also remove the course from the list by clicking . Once you are happy with your course click .

Associated Modules

Course Code	Course Title	Fees	ELC Cost	PF Cost	Student Cost	Checked	
PRINCE2		£1,164.00	£931.20	£0.00	£232.80	<input checked="" type="checkbox"/>	<input type="button" value="UNLOCK"/> <input type="button" value="REMOVE"/>

This page is for adding any supporting evidence. Please note if you are a Service Leaver you must add the appropriate supporting evidence or there is a high risk of your claim being rejected.

Please note that if you have Non Continuous Service, you will be need to upload supporting evidence to this claim including either a Discharge Document or a copy of your JPA service record.

Service Leavers can find a full list of required documents detailed on the appropriate Service Leaver Page of the ELCAS website.

File

No file chosen

Description

Associated Documents

There are no documents currently associated with this claim

PREVIOUS NEXT

If you need to add supporting information you can do this by firstly clicking , navigate to where the document is located, then click open. You must then place a description of the document in the description box. Then press . You may have to do this multiple times if you have multiple documents. Once finished, please click .

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This features allows you to inform the authorising MoD personnel of anything that may affect your claim. If you do not have anything to add click [NEXT](#).

Please provide any relevant additional information for your authorising MoD personnel - This information is not mandatory

[ADD](#)

[PREVIOUS](#) [NEXT](#)

This screen gives you several options on where to send your claim for authorisation. This is done by clicking the drop down button and picking from the following options; My Current Base, Postcode, Service Number of the Education Officer and Surname of the Education Officer. If the option you have chosen is not valid, a message in red will appear at the top of the screen. Once you have chosen your Ed Staff click [NEXT](#) then [NEXT](#).

Assigned Ed Staff

Search Ed Staff

Member's Service Only

[SEARCH](#)

* Please note that if you require any further assistance you should contact the relevant SSR.

[PREVIOUS](#) [NEXT](#)

Again if any part of the compulsory claiming process has been missed you will be prompted in red at the top of the screen enabling you to easily navigate to the issue. If you now click on the [Home](#) button the claim will show as submitted in your Claim Status Check area. You will also receive a email to confirm this has been forwarded onto the appropriate person.

Claim Status Check

The grid below lists all claims associated with you. Claims that have been started but not submitted, or submitted and returned to you for review will be shown as a button within the 'Current Status' field. Clicking on this button will open the claim wizard.

CAN No	Provider	Course Start	Course Titles	ELC Grant	PF Grant	Contribution	Total Fee	Current Status	Evaluation status
				£931.20	£0.00	£232.80	£1,164.00	Submitted	

Issues

If the authorising Education Staff has any issues with the claim, they will return the claim back to your Members Area for review. You will also receive an email confirming this. The current status of the claim will now change to [ENTERING](#). Enter back into the claim by clicking on this and scroll through your claim to amend the issue. Then [NEXT](#) the claim back for review.

Claim Approval

Once your claim has been approved you will receive an email confirmation and the status of the claim will now read [Authorised](#). The Authorising Education Staff will then post all appropriate documents to you.