Enhanced Learning Credits (ELC) Scheme Claim Process

Learner identifies course of learning in liaison with Approved Learning Provider (ALP)

Course visible on online Approved course listing

No → Student requests ALP to upload course and notify once approved

Yes

Learner completes online claim form . All claims must meet the eligibility criteria as outlined in the current JSP Wounded Injured Sick (WIS) learners should contact their respective Single Service Representative (SSR) before proceeding to make a claim

Learner requests approval from Line Manager (if applicable) and submits claim to appropriate MOD personnel for final approval (Serving Personnel should submit to their local authorised Education Officer . Service Leavers to their appropriate SSR)
WARNING- All claims must be received for MOD final approval 25 clear working days prior to course start date .

Rejected

MOD authorised personnel screens online claim

Rejected

Approve

CLAIM AUTHORISATION NOTE(CAN) Now accessible within online learner account

Learner books course of learning with the Learning Provider , pays 20% personal contribution /deposit and passes the CAN (form ELC 005.02) to the Learning Provider as authority to proceed

ALP WARNING
The CAN (ELC form 005.02) confirms that the learner will receive ELC support to fund his /her chosen course of learning with the identified ALP . ALPs should not confirm bookings with learners unless they have received the original CAN and a 20% personal contribution from the learner . Learning Providers should not accept a booking for a course of learning , other than that detailed on the CAN. Failure on any of the above will render the associated invoice void for payment .

ALP uploads invoice via ELCAS Online Portal on , or after, course start date and at most within nine months of the course start date .

Invoices should be addressed to the MOD and must include :
The Invoice Number
The Learning Provider 's Number
The unique number (Claim Number) shown on the CAN (form ELC 005.02)
The Learning Provider 's own course code
Confirmation that the Learner has paid the minimum of 20% of the course fee
Dated within 20 working days of uploading the invoice via the Online Invoice Portal .
The amount should include VAT or indicate VAT is not applicable , and should not exceed the value of the CAN
(An example invoice is available from the ELCAS website within the LP portal .)

Submitted Learning Provider invoices are supplied to respective SS MOD Budget Manager on a weekly basis . The Budget Manager authorises the data and then passes on to Defence Business Services (DBS) Shared Service Centre for Payment .

MOD Defence Business Services (DBS) Shared Service Centre makes payment to Learning Provider and issues a remittance . (30 day payment terms apply . The ALP invoice number will be quoted as the reference on all remittance)

Ends