

Individual Training Account

ITA Operational Rules

[VERSION 3.2 November 2023]

Operational Rules

These Operational Rules are made by the Scottish Ministers pursuant to the Individual Learning Account (Scotland) Regulations 2011 and take into account all existing amendments, and all amendments made in The Individual Learning Account (Scotland) Amendment Regulations 2017 (together the “Regulations”).

1. Application of the Operational Rules:

- 1.1. These Operational Rules regulate the operation of the Individual Training Account Scheme operated by The Skills Development Scotland Co Limited (“SDS”) and the Scottish Ministers.
- 1.2. Throughout this document, persons or bodies that have been approved as ITA training providers and have entered into a Training Provider Registration Agreement with SDS are referred to as ‘Training Providers’. These Operational Rules apply to all Training Providers and sit alongside the Training Provider Registration Agreement and Training Provider Payment Agreement, but should there be any conflict, these agreements shall take precedence.

2. Changes to the Operational Rules:

The Scottish Ministers may amend or replace these Operational Rules as they see fit. If there are any changes, the revised Operational Rules will be published on the SDS Website. Training Providers should regularly check the SDS Website to ensure they are familiar with the current Operational Rules.

3. Online ITA System (FIPS)

An online web-based system is maintained by or on behalf of the Scottish Ministers to process all ITA transactions. This system is known as and is referred to throughout this document as ‘FIPS’. Use of this system by Training Providers shall be subject to The Skills Development Scotland Co. Limited Terms and Conditions for User Permissions (as amended from time to time) which are available at www.skillsdevelopmentscotland.co.uk/for-training-providers. Any breach of this agreement will be deemed a material breach and may result in the withdrawal of the Training Provider’s approval.

4. Approved Training

- 4.1. All ITA courses must at all times qualify as ‘Eligible Training’. This means courses must meet the Course Eligibility Criteria set out at Annex A.
- 4.2. To request approval from SDS to provide an ITA training course an application for a proposed training course should be submitted through the SDS Course Management Tool, referred to throughout this document as CMT. SDS aims to assess applications within 10 working days of submission. SDS may require further information about the proposed course in order to assess the application.
- 4.3. If SDS considers that the proposed training course qualifies as Eligible Training, it will be classed as ‘Approved Training’ and the course details shall be published on www.myworldofwork.co.uk.
- 4.4. SDS may permit courses that are not approved by SDS as Approved Training to be published on www.myworldofwork.co.uk. No ITA funding will be available in respect of such courses

and at no point may the provider of such courses imply that these courses are SDS verified Approved Training courses or associated in any way with the ITA scheme.

- 4.5. Courses which are not approved for ITA funding may be appealed by resubmitting the course with additional information.
- 4.6. It is possible to have multiple modules offered as one single Approved Training course. There must be a clear, demonstrable link between the outcomes of each module. This must be set out in the application for a proposed training course. If any module is not deemed eligible for ITA funding the entire submission will be not be approved.
- 4.7. Training Providers shall provide Approved Training (including examination and certification) in accordance with:
 - 4.7.1. the Training Provider Registration Agreement;
 - 4.7.2. the Training Provider Payment Agreement; and
 - 4.7.3. the details provided by the Training Provider about the training course to SDS in the application for the course to become Approved Training.
- 4.8. If the Provider makes any changes to a course which has already been approved these must be re-submitted through the CMT for approval. This includes changes to delivery method, for example if moving a course to online delivery.
- 4.9. Training Providers may only submit training courses in curriculum areas which were approved as part of the Training Provider's ITA registration.
- 4.10. If a Training Provider wishes to provide training in a curriculum area outside those approved during the Training Provider's ITA registration, they must contact SDS Customer Services. Training Providers must submit sufficient evidence to satisfy SDS that the Training Provider is suitably equipped and qualified to provide training in this area. SDS shall not be obliged to accept such requests.
- 4.11. SDS and the Scottish Ministers may withdraw approval of an Approved Training course at any time.

5. **Marketing**

- 5.1. All marketing of Approved Training courses must comply with the guidelines published by SDS for marketing Approved Training opportunities and the Training Provider as an approved Training Provider. SDS may change these guidelines as it sees fit.
- 5.2. Training Providers must never state or imply that Approved Training is 'free'.
- 5.3. Training Providers shall not market training courses they provide as being associated with SDS or the ITA scheme unless such course has been classed as Approved Training by SDS and published as such on www.myworldofwork.co.uk.

6. Pricing of Approved Training courses

- 6.1. The price of any Approved Training course in relation to which a claim for ITA funding is submitted must be equal to the price published on www.myworldofwork.co.uk.
- 6.2. The price of an Approved Training course must be equal to the price charged by the Training Provider to individuals that are not receiving ITA funding for undertaking the same course.
- 6.3. SDS and/or the Scottish Ministers reserve the right to withdraw approval for an Approved Training course if they consider in their sole discretion that it does not represent good value for money. In such circumstances, Training Providers shall be entitled to complete all Approved Training courses that have already been booked. When assessing whether a course represents good value, Scottish Ministers/SDS will take in to account the following factors:
 - 6.3.1. if there is similar or equivalent Approved Training available on www.myworldofwork.co.uk at a lower price;
 - 6.3.2. if Approved Training is available at a similar price, which provides additional training; or
 - 6.3.3. the price of similar or equivalent courses provided by non-approved providers of ITA funded training on the marketplace, unrelated to ITA, taking into account whether the course is classroom based or online.
- 6.4. SDS shall pay up to £200 of the price charged for each Approved Training course undertaken by an individual in accordance with the Training Provider Registration Agreement. VAT shall not be payable (either by SDS or the ITA recipient) in respect of the price paid by SDS.
- 6.5. Individuals should in all circumstances be made aware if they are undertaking a course that is funded wholly or partly by SDS via the ITA Scheme.
- 6.6. The price payable by the individual must under no circumstances when added to the sum paid by SDS exceed the price of the Approved Training course recorded on the ITA Database on the SDS Course Management Tool and published on www.myworldofwork.co.uk.

7. One Approved Training course each Training Year

- 7.1. Individuals that receive ITA funding may only take part in one Approved Training course each 'Training Year'. The individual's 'Training Year' commences on the date the Training Provider verifies on FIPS that an individual is eligible for ITA funding. The Training Year ends on the day prior to the one-year anniversary of the individual being verified on FIPS. An Approved Training course must have been claimed by the Training Provider before the end of the Training Year.
- 7.2. If an individual is verified for a course that is subsequently cancelled they may be verified for another course within the same training year but the training year will not be reset and any claim must be made prior to the anniversary of the individual first being verified as eligible for ITA funding which is visible on the FIPS system.
- 7.3. Training Providers cannot claim funding in relation to providing Approved Training to an individual if that individual has already undertaken or is due to undertake another ITA Approved Training course in that same Training Year.

8. Verification Procedure to establish eligibility for funding for ITA training

- 8.1. To receive ITA funding for an Approved Training course, an individual must meet the Individual Verification Conditions set out at Annex B. Before booking an individual on to an Approved Training course, the Training Provider is required to verify that the individual meets each of the conditions by carrying out the verification steps set out at Annex B next to each of the conditions. Any individual who cannot provide valid evidence that demonstrates eligibility, shall not be eligible to receive ITA funding for training.
- 8.2. Any proof of income submitted must clearly show the applicant's National Insurance number and training providers should confirm the accuracy of this before verifying an application.
- 8.3. The Training Provider must also confirm that the email address that the applicant has provided is valid and correct.
- 8.4. The individual wishing to receive ITA funding for training must sign and date, where possible, all eligibility evidence (on the first page of each document) provided to the Training Provider. Where not possible digital copies of the evidence should be emailed to the provider from the same email address as the individual used in their application. Individuals must be verified by the Provider delivering the ITA funded training prior to starting any Approved Training course.
- 8.5. The Training Provider must upload all evidence obtained from an applicant as part of eligibility checks to the individual's assignment on FIPS.

Evidence accepted

Employed:

- 3 Most recent payslips
- Employees income details completed on company headed paper and signed by manager#

Self-employed:

- Letter from learner's accountant on their company headed paper confirming income details
- Copy of their self-assessment tax return
- Declaration of self-employment available from SDS on request

Not Employed:

- Carers Allowance
- Pension Credit
- Universal Credit
- Nil-income form

- 8.6. SDS or Scottish Ministers may request any additional information or documentation from individuals that it reasonably requires so as to be satisfied that an individual meets the Individual Verification Conditions.
- 8.7. If SDS or the Scottish Ministers discover that any information provided by an individual pursuant to this rule 8, is incorrect, false or incomplete or the individual is convicted of an offence involving dishonesty or fraud in relation to the ITA scheme, the individual will no longer be eligible to participate in or receive ITA funding in relation to Approved Training.

9. **Application for ITA Funding**

- 9.1. Applications by individuals to participate in an Approved Training course may only be submitted and shall only be reviewed when the SDS website states that the ITA scheme is open to new applications. SDS reserves the right to suspend and/or close the ITA scheme to new applicants at any time pursuant to Rule 16.
- 9.2. Applications from individuals for ITA funding for an Approved Training course can only be prepared and submitted by the individual or by SDS on the individual's behalf.
- 9.3. Training Providers may support individuals with accessibility needs in completing an application but this must be done at the request of the individual.
- 9.4. Employers are not permitted to prepare applications for ITA funding for Approved Training on behalf of an individual.
- 9.5. Under no circumstances are Training Providers permitted to claim ITA funding for any training delivered to their own employees.

10. **Management of Approved Training courses**

- 10.1. Training Providers may, at their discretion, take a refundable deposit to ensure the individual attends a booked course, provided that:
 - 10.1.1. the deposit is refunded prior to claiming ITA funding;
 - 10.1.2. the deposit is not added to the cost of the course (this does not restrict a Training Provider's right to charge more than £200 for an Approved Training course subject to Rule 6); and
 - 10.1.3. the deposit does not amount to more than 10% of the ITA funding for the course.
- 10.2. Training Providers are expected to show reasonable flexibility around rescheduling training. Training Providers must reschedule at the Training Provider's cost if an individual is unable to attend due to circumstances out with their control (including but not limited to illness, bereavement, Covid-19 or adverse weather).
- 10.3. Under no circumstances may Training Providers sub-contract the provision of Approved Training.
- 10.4. Bookings, confirmations or cancellations of any Approved Training course shall be conducted via FIPS. An Approved Training course can only be booked once the Training Provider has confirmed that an individual meets the Individual Verification Conditions in Annex B. An Approved Training course will be considered booked at the point of their being verified on FIPS as eligible for ITA funding

11. **Claiming Payment**

- 11.1. Claims for payment of ITA funding must only be made after the individual has started the course
- 11.2. Claims should be made as soon as practical after an individual has started the course and no later

than the last day of the learners Training year.

- 11.3. The start date for Approved Training courses is deemed to be
 - 11.3.1. the date the individual first attends a class for classroom-based courses; or
 - 11.3.2. the date the individual received and confirms receipt of training materials for distance learning courses.
- 11.4. In the event that an invalid email address has been provided by an individual participating or due to participate in an Approved Training course and SDS are unable to make contact to confirm attendance at a course, SDS may recover any claimed funds from the Training Provider.
- 11.5. No claim for payment for ITA funding shall be paid unless Scottish Ministers are satisfied that:
 - 11.5.1. the Training Provider has complied with these Operational Rules, the Training Provider Payment Agreement and the Training Provider Registration Agreement; and
 - 11.5.2. the Training Provider's registration as an approved ITA Training Provider has not been withdrawn, suspended or cancelled.
- 11.6. Payments received by the Training Provider pursuant to this Agreement must not exceed 40% of the Training Provider's turnover in any financial year.

12. **Cancelling a Booking on FIPS**

- 12.1. The Training Provider must record cancellations of scheduled Approved Training courses on FIPS promptly, and no later than 5 days after the date the cancellation is communicated (whether by the Training Provider or the individual).
- 12.2. All records relating to a booking must be uploaded to FIPS in accordance with the audit and compliance monitoring provisions set out in the Training Provider Registration Agreement.

13. **Evidence of Attendance**

- 13.1. The Training Provider must obtain and upload to FIPS for audit purposes:
 - 13.1.1. for all classroom-based training, an attendance register (in the form specified by SDS) signed by each individual who attended the training (or any part of the training);
 - 13.1.2. Unless otherwise agreed in writing with SDS this must be the Proof of Attendance Form available on the SDS website. Approval for exemptions to the SDS Proof of Attendance form will be in place for one year only and will have to re-approved by SDS on an annual basis.
 - 13.1.3. for distance learning, suitable evidence demonstrating receipt by each individual of all training materials and equipment necessary to start the Approved Training, for example, a read receipt or reply to an email from the email used by the individual on application for the course through My World of Work and therefore recorded on FIPS.

- 13.2. The name of the course as applied for must be included in any proof of attendance. For modular courses the specific module should also be captured.

14. Evidence of completion of a Training Course

- 14.1. All Approved Training must result in the individual receiving an industry recognised qualification or certification on successful completion of the training.
- 14.2. Certification of successful training must be provided to the individual and a copy made available to SDS on Request
- 14.3. Individuals participating in an Approved Training course may at any time during an Approved Training course be required to provide information or documentation to SDS and/or Scottish Ministers for the purpose of assessing the quality and effectiveness of the Approved Training. Training Providers shall use best endeavours to ensure that all individuals comply with these requests and in addition, ensure that all individuals complete any course feedback that SDS require on the completion of an Approved Training course.
- 14.4. If an individual has not successfully completed a course (for example not passed a final test), they should be advised of this and the evidence of the outcome made available to SDS on request.

15. Complaints Process

SDS operates a complaints process, which can be found at

<https://www.skillsdevelopmentscotland.co.uk/about/policies/complaints/>

16. Suspension/Closure of the ITA Scheme to new applicants

Please be aware that Scottish Ministers may at any time suspend and/or close the ITA scheme to new applicants. If the ITA Scheme is suspended or closed by Scottish Ministers, during the period of suspension or closure, no further applications by individuals to participate in an Approved Training course will be accepted.

Annex A

Course Eligibility Criteria

1. Costs which qualify for ITA funding

- 1.1. In addition to tuition fees, ITA funding may be used by Training Providers to pay other costs directly associated with the provision of an Approved Training course to an individual such as books and other materials (e.g. online subscriptions), registration, examination, accreditation and assessment fees or for qualifications, provided that they are reasonably required and in reasonable proportion to the actual course cost. For the avoidance of doubt, ITA funding will not exceed £200.
- 1.2. All Approved Training courses must result in the individuals that participate gaining an industry recognised qualification. The cost of that qualification must be included in the total course price as stated on www.myworldofwork.co.uk.
- 1.3. Any additional procedural, administrative or other cost payable by the individual in order to obtain the qualification, for example for tools or equipment required for the training must be stated in the course description submitted by the Training Provider to have the course verified as an Approved Training course.

2. Costs which do not qualify for ITA funding

- 2.1. ITA funding must not be used by Training Providers in relation to:
 - 2.1.1. any items not identified in the Training Provider's submission to SDS for approval of the course;
 - 2.1.2. the Training Provider's computer hardware;
 - 2.1.3. any travel and accommodation;
 - 2.1.4. stand-alone test or exam – ITA funding cannot be used for a stand-alone test or exam. Any course funded through ITA must include an element of training;
 - 2.1.5. attendance at conference/seminars/talks by participants in Approved Training courses;
 - 2.1.6. any deposits paid by individuals to Training Provider's in accordance with paragraph 10 of the Operational Rules.
- 2.2. Please note that this list is not exhaustive.

3. Delivery of Training

- 3.1. To be considered 'distance learning', a course must have no classroom element at all, with the exception of tests at the end of the course. Any courses with a mix of classroom and distance learning are deemed classroom based courses for the purposes of claiming funds.
- 3.2. To qualify as Approved Training, distance learning must include a level of qualified tutor support and/or monitoring via email or telephone as deemed appropriate by SDS.

- 3.3. Without prejudice to paragraph 4.1 distance learning without tutor support and monitoring, will **not** qualify for ITA funding.
- 3.4. The duration of a proposed training course must be clearly indicated in the application and must meet any industry standards required for provision of qualifications.

4. **Eligible Training**

- 4.1. To qualify as 'Approved Training' courses must:
 - 4.1.1. be offered and delivered by an approved Training Provider;
 - 4.1.2. in the sole opinion of SDS, meet the full requirements set out in the Regulations and this Annex A;
 - 4.1.3. be clearly and recognisably related to the ITA curriculum against which the course has been submitted; and
 - 4.1.4. result in participants of the course obtaining a tangible, industry recognised certification on successful completion.

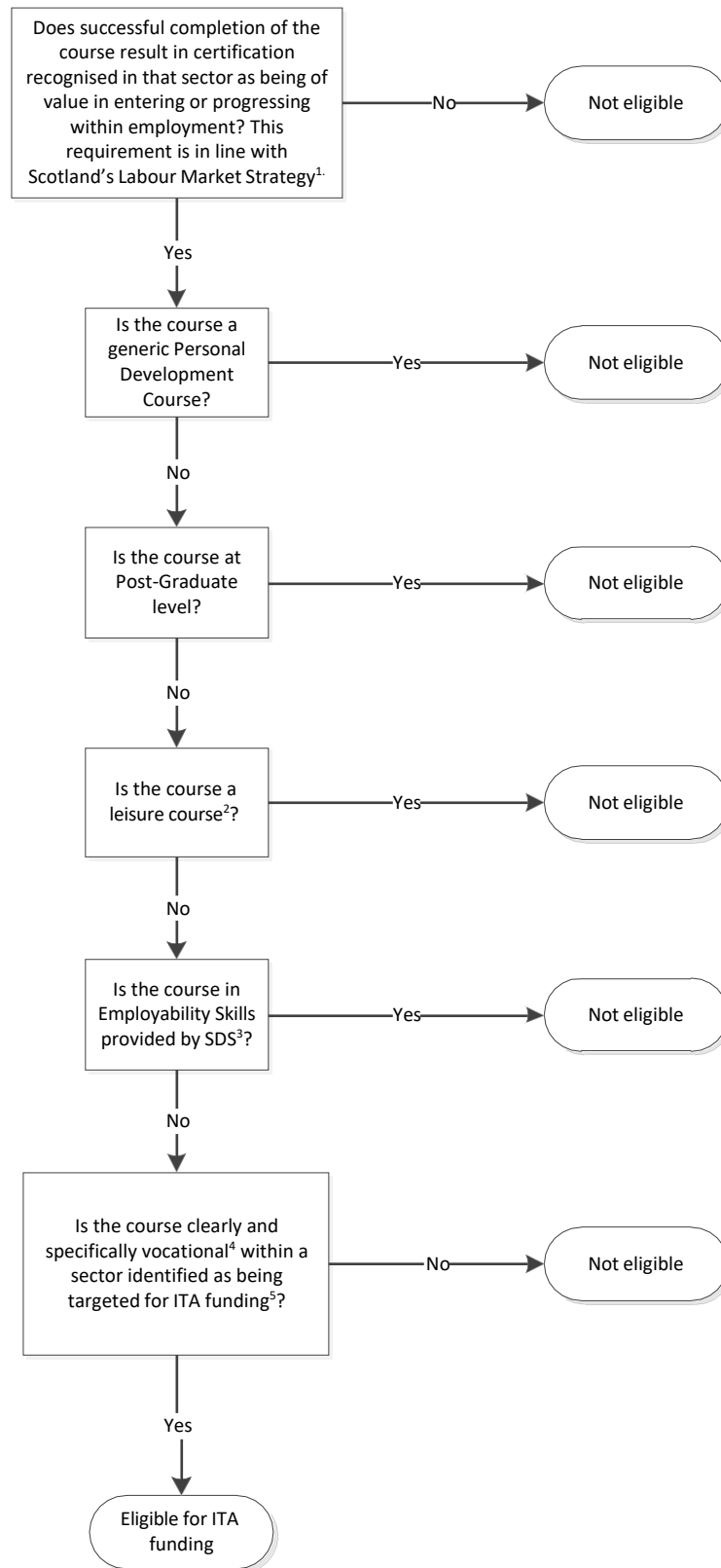
5. **Training that does not qualify for ITA funding**

- 5.1. The following types of training do **not** qualify for ITA funding:
 - 5.1.1. Full-Time Education, including Full-Time Secondary, Further or Higher education;
 - 5.1.2. post-graduate study;
 - 5.1.3. advanced professional qualifications at SCQF 9 or above;
 - 5.1.4. training which is a statutory requirement for the individual's continuing employment and any training that an employer has specified that individual must undertake to retain existing employment. ITA is targeted funding that aims to support employability by focusing funds on those actively seeking employment and those who are currently in low paid work and looking to progress;
 - 5.1.5. training which provides a skill or qualification which an employer is required by law to ensure provision of within a workplace;
 - 5.1.6. training given as a reward or inducement by an employer or delivered only 'in-house' by that training provider;
 - 5.1.7. lessons towards attaining a Category A or B driving licence;
 - 5.1.8. private flying lessons (including fixed wing, rotary and paragliding);
 - 5.1.9. diving lessons (including scuba, deep sea and high board);
 - 5.1.10. any leisure or sporting activities, including outward bound type courses, other than those that lead directly to a recognised coaching or teaching qualification;
 - 5.1.11. general personal development courses;

- 5.1.12. employability skills provided as part of SDS' service offer e.g. CV writing, communication or interview skills; and
 - 5.1.13. any and all other training which Scottish Ministers and/ or SDS may specify in these Operational Rules from time to time.
- 5.2. Please note that the list at paragraph 5.1 is not exhaustive.
- 5.3. The following definitions are applied to the exclusions set out in paragraph 6.1 of this Annex A:
- 5.3.1. **“Advanced professional qualifications”** are defined as being courses leading to a professional qualification at SCQF level 9 (Ordinary degree) or above, or which are generally recognised as a graduate or postgraduate qualification by professional bodies and/or employers (e.g. many qualifications in accountancy or architecture);
 - 5.3.2. **“Courses given as a reward or inducement by an employer”** is defined as:
 - 5.3.2.1. courses provided to reward an employee (paying for, or reimbursing, the cost of any facilities or other benefits) for the performance of the duties of his or her office or employment under his or her employer or for the manner in which he or she has performed them; or
 - 5.3.2.2. courses which provide the employee with an employment inducement, which is unconnected with the imparting, instilling, improvement or reinforcement of knowledge, skills or personal qualities.
 - 5.3.3. **“Driving lessons in category A or B”** is defined as being those which lead to the award of an ordinary driving licence (i.e. for ordinary car or motorcycle driving). ITA funding may be used to gain a driving qualification which is additional to an ordinary driving licence e.g. HGV or forklift truck driving;
 - 5.3.4. **“Full-time further education”** as defined in Part 1 F1 (3) of the Further Education and Higher Education (Scotland) Act 1992 means any programme of learning, not being school education, provided for persons over school age, being a programme falling, for the time being, within section 6 of this Act;
 - 5.3.5. **“Full-time Higher Education”** as defined in section 38(2) (b), (c), (d) or (e) of the Further Education and Higher Education (Scotland) Act 1992. This includes full-time degree courses offered by Universities or Colleges and courses such as Higher National Certificates, Higher National Diplomas and Diplomas of Higher Education which match the definition of full time courses;
 - 5.3.6. **“General personal development courses”** is defined as being any training that relates to general personal growth and self-improvement that does not directly relate to a specific vocation or occupation;
 - 5.3.7. **“Leisure or sports activities”** is defined as leisure or sport activity courses other than those which specifically offer a recognized coaching or teaching qualification. Courses which could be undertaken for either leisure or vocational purposes e.g. languages or ICT must result in certification recognised, in their sector, as being of value for achieving or progressing in employment in line with the Scottish Government Labour Market Strategy;

- 5.3.8. **“Postgraduate study”** is defined as a level of study at SCQF level 10 or above.
- 5.3.9. **“Secondary education”** as defined in section 135(2) (b) of the Education Scotland Act 1980;
- 5.3.10. **“Training which is a statutory requirement for the individual’s continuing employment”** is defined as being any training which an employee is required by law to undertake in order to carry out the duties associated with his or her employment (e.g. certain health and safety training).

Figure One- Definition of Eligible Training



Notes to Assist with Definition of Eligible Training

1. The [Scottish Labour Market strategy](#) seeks to address specific issues including

Labour Market Issue	Learner Outcomes
Addressing Barriers	Enable equal access to an increased range of opportunities while challenging bias and systemic institutional bias: <ul style="list-style-type: none"> ➤ Provide learners from equality groups access to skills and training required to enter or progress in employment
Tackling Inequalities	Tackle inequalities in health, wellbeing and education across Scotland, including widening access to higher and further education: <ul style="list-style-type: none"> ➤ Provide learners with skills to meet sectoral or regional skills gaps
Up-skilling	Ensure that the workforce is adequately equipped with the skills that businesses need, both now and in the future: <ul style="list-style-type: none"> ➤ Provide learners with the skills or training to meet the requirements of a specific industry
Digital Technology	Ensure that our population is equipped with the necessary digital capabilities, qualifications and specialisms: <ul style="list-style-type: none"> ➤ Provide learners with digital skills
Support for Carers	Support those with caring responsibilities to participate in the labour market: <ul style="list-style-type: none"> ➤ Provide learners with skills to begin a career or progress a career as a carer.
Childcare	Support the expansion of free early Training and childcare provision: <ul style="list-style-type: none"> ➤ Provide learners with the skills to begin a career or progress a career in childcare provision.

2. Leisure courses are defined as courses that have no employability element, for example arts and crafts appreciation, hobby courses, basic driving lessons, sports (other than coaching).
3. For example, interview skills, CV writing.
4. Education and training which aims to equip people with practical knowledge, skills and/or competences required to meet the needs of employers in particular sectors.
5. The approved sectors for funding are as follows:
 - Agriculture
 - Business
 - Construction
 - Early Years and Childcare


- Health and Safety
- STEM
 - Social care
 - Transport
 - Security
 - Languages
 - Fitness
Healthand
Beauty
- Hospitality
- Adult Literacy
and Numeracy
Tutoring

Targeted areas are subject to change.

Annex B - Individual Verification Conditions and Procedure

This table sets out the conditions that an individual (also referred to herein as an “applicant”) must meet in order to be eligible to receive ITA funding for an Approved Training course. Training Providers are responsible for verifying this. Any documentation provided by the applicant as part of the verification process must be dated within 3 months of the application submission date.

If you are unsure what is required in relation to any of the verification steps or if you are unsure about any evidence provided by an individual, please contact the SDS Customer Service Team for guidance.

Condition	Verification steps
1. The applicant is over the age of 16.	Verified by the Training Provider by selecting to ‘Verify’ the applicant on FIPS.
2. The applicant is: <ul style="list-style-type: none"> (i) (a) a British citizen; (b) settled in the United Kingdom within the meaning of section 33(2A) of the Immigration Act 1971; (c) a person who does not qualify for recognition as a refugee but has been granted the right to enter or remain in the UK and been ordinarily resident in the UK throughout the period since granted leave to enter or remain; (d) a national of a member state of the EEA; (e) a national of Switzerland; or (f) the child of a Turkish worker. 	Verified by the Training Provider by selecting to ‘Verify’ the applicant on FIPS.
3. The applicant is resident in Scotland or ordinarily resident in Scotland	Verified by the Training Provider by selecting to ‘Verify’ the applicant on FIPS.
4. The applicant is not at the time of the application: <ul style="list-style-type: none"> (a) undertaking secondary, further or higher education; (b) participating in a training program secured or funded by Skills Development Scotland; or 	Confirmed by the applicant at the point of application and verified by the Training Provider by selecting to ‘Verify’ the applicant on FIPS.

<p>(c) participating in the training programme known as Community Jobs Scotland.</p>	
<p>5. The applicant is in employment and looking to upskill or unemployed and looking to increase employability prospects.</p>	<p>Confirmed by the applicant at the point of application.</p>
<p>6. (i) The applicant has a gross income from earnings (whether as an employed or self-employed earner) and pension income not exceeding £22,000 in a Training Year;</p>	<p>Training Provider to verify.</p> <p>If employed, the applicant must provide:</p> <ol style="list-style-type: none"> 1) A copy of his/her year-end tax certificate from HMRC for the last full tax year occurring prior to the date of examination; 2) Copies of his/her last three pay slips within three months' date. The pay slips must collectively indicate that, if extrapolated over the 12 month period commencing on the first date to which the earliest pay slip information relates, the applicant's gross income from earnings would not during that 12 month period, exceed £22,000; or 3) If the applicant is unable to provide items 1) or 2) (for example because he/she has just started a new job) supporting documentation from the applicant's employer, on the employer's letter headed paper, signed by a manager which states the applicant's start date and annual salary. 4) If the applicant is unable to provide items 1) or 2) because he or she is on a zero-hours contract, supporting documentation from the applicant's employer, on the employer's letter headed paper, signed by a manager which states the applicant's start date, confirms that that applicant is on a zero hour contract and confirms that applicants earnings to date pursuant to the contract. <p>Please note that any overtime or bonus indicated in the submitted proof of income must be included for the purpose of establishing the individual's eligibility.</p> <p>If self-employed, applicant to provide Training Provider with:</p> <ol style="list-style-type: none"> 1) a copy of the tax return submitted by the applicant to HMRC in respect of the last full tax year;

<p>OR</p> <p>(ii) The applicant is a recipient of:</p> <ul style="list-style-type: none"> - a jobseeker's allowance payable under Part I of the Jobseekers Act 1995; - Carer's Allowance. - the maximum rate of child tax credit payable under section 9 of the Tax Credits Act 2002; - state pension credit payable under section 1 of the State Pension Credit Act 2002; - employment and support allowance payable under Part I of the Welfare Reform Act 2007; or - universal credit payable under Part 1 of the Welfare Reform Act 2012. 	<p>If for valid reasons this is not available (for example for newly self-employed applicants) the applicant to provide the Training Provider with a completed 'Self Employed Declaration' provided by SDS confirming details of self-employment. The signed declaration must not be dated earlier than the date of the applicant submitting the application to participate in an Approved Training course.</p> <p>Training Provider to verify.</p> <ol style="list-style-type: none"> 1) If a recipient of Universal Credit, applicant to provide the Training Provider with a copy of evidence of receipt of Universal Credit as provided by the Department of Work and Pensions (electronic print-out versions are acceptable). 2) If a recipient of any other listed benefit/allowance/credit (excluding Universal Credit), applicant to provide appropriate supporting evidence from Job Centre Plus.
<p>7. The applicant is not employed, self-employed, or in receipt of any of the above benefits.</p>	<p>Training Provider to verify.</p> <p>The applicant to provide the Training Provider with a completed 'Nil Income Form' provided by SDS confirming how the applicant supports himself/herself. The signed declaration must not be dated earlier than the date of the applicant submitting the application to participate in an Approved Training course.</p>

<p>8. If the applicant has recently been made redundant.</p>	<p>Training provider to verify.</p> <p>The applicant must provide the p45 notice in respect of the job from which he/she has recently been made redundant.</p>
<p>9. In the individual is retired and in receipt of a private pension, but actively seeking employment.</p>	<p>Training provider to verify.</p> <p>The applicant must a provide pension statement within 3 months' date.</p>