

Individual Training Account

Frequently Asked Questions

September 2019

For training providers

When will the ITA scheme close to new applications?

Individual Training Accounts will be put on hold to new applications on Monday 30 September.

Why is the scheme closing?

The scheme is being put on hold as we are approaching our target of 15,000 applications for this phase of the scheme.

When will the scheme reopen?

It is anticipated that a third phase of the scheme will open later in the year. The exact number of places available will be announced nearer the time.

What will happen to those who haven't had a chance to apply before this date?

Individuals who have not had a chance to apply before this date will have to wait until the next phase of the scheme launches.

What will happen to those who have already applied but not yet booked onto a course?

Those who have already applied and received a confirmation email that their funding application has been approved must book onto a course within four weeks of receiving this email. If they do not book onto a course within four weeks of receiving confirmation, their funding application will no longer be valid and they will have to reapply if and when the fund reopens.

Why is the scheme being delivered in phases?

As outlined in Scottish Government's Letter of Guidance for 2019-20, SDS will this year deliver 18,500 ITA places across the year. The scheme is being divided into phases to enable SDS to better manage demand and to process applications.

What changes have been introduced to ITAs this year?

As well as running the scheme in phases, the changes introduced for this year were:

- All approved courses must be certified
- Applications must be actioned by providers within four weeks (was eight last year)
- Providers must complete a standard ITA attendance register
- Courses which employers are obliged to provide will not be funded
- Providers must ensure email address entered by customer is valid
- Implement further Value for Money checks on courses
- Prevent applications being made by anyone other than the individual them self
- Providers will be able to edit and delete courses from the Course Management Tool
- Providers should be able to identify presentations more easily on FIPS

The Operational Rules can be viewed in full [here](#).

Will there be any further changes to the next phase of the scheme?

SDS and Scottish Government are currently in discussion regarding the next phase of the scheme. Any updates will be shared on My World of Work.

For further queries, please contact customer.services@sds.co.uk, or call the SDS contact centre on 0800 917 8000 for support.