

To All FE Providers

Dear Super User

IMPORTANT NOTICE ON THE INTERIM LPP/ LAPS SYSTEM MIGRATION & JULY BONUS 2009

Interim LPP/ LAPS Migration

Further to our June e-bulletin as you are aware we are getting closer to the LAPS go live date and as advised the system will be available during August, ready for the new academic year.

In order to ensure as smooth a transition as possible from the Interim Learner Provider Portal to LAPS there are a number of minor changes to functionality to allow this to happen.

These changes are designed to allow users to authorise payment decisions within the current week as we get towards the end date of the final week set within your study patterns. This change will take effect within the payments section of the Interim Learner Provider Portal and should be used where you know learners are in attendance and are due a payment but your school/ college is closing for the summer break. The 'record weekly attendance' tab will provide an option to authorise not only the previous week's attendance but also the current week's attendance where you are happy a payment is due and you want the learner to receive payment for their final weeks. This will be available to you from 9am on Friday 17th July.

We intend to communicate with you on a more frequent basis as we get closer to go live and the next communication will be next week and will provide further details around the August move from the Interim Learner Provider Portal to LAPS

July Bonus

THIS SUPER USER EMAIL APPLIES TO THE PAYMENT OF EMA FE JULY BONUSES ONLY.

Please share the contents of this email with your EMA Co-ordinator, School Head/College Principal and/or your school/college Senior Management Team and all other users of the Interim Learning Provider Portal (ILPP) within your school/college.

We wish to alert you to the fact that all bonus decisions need to be confirmed by **Friday 28 August at 20.00** at the very latest. There is no facility to make payments across academic years and all subsequent EMA payments will be administered on the new Learner Assessment & Payment System (laps) so providers will no longer be able to use the ILPP to make payment decisions.

Please note that the timescale for inputting July bonus decisions is much tighter than for the January bonus. This is because of the following:

- LSC Guidance states that bonus decisions should take account of whether young people have attended all the public examinations for which they were entered. The exam schedule for many young people may extend right up to the end of June. The Guidance also states that “learners should receive their weekly payments during periods of authorised study leave preceding examinations until they have sat their final examination”; and
- School and college staff, both bonus decision makers and/or ILPP users, may leave for their Summer break from mid July.

Therefore, in some cases as little as a two-week window will be available to confirm attendance at exams, progress against Contract Part 2 (please remember that the Contract Part 2 box must be ticked for the July bonus to be effected) and input the bonus decision on ILPP for each EMA learner.

The key dates for the July bonus on ILPP are:

Earliest Payment Decision Date – 4 May 2009

This is the earliest date the system will present a July Bonus payment for a payment decision. It is also the first date on which the July bonus ‘Tab’ will be visible to you in the drop down list when you select ‘Record EMA FE Bonus’

Earliest Study Pattern end-Date / Early leaving cut-off date – 1 May 2009

No July bonus record will be presented for a decision i.e. a learner will not be eligible for a bonus payment, where:

- (a) A Study Pattern that ends prior to this date.
- (b) A Study Pattern ends on or after this date, **but where the learner leaves prior to this date and the “End of Learning” reason has been completed.**

Earliest bonus payment date – 6 July 2009

All learners will be paid their July bonus on 6 July, provided that all other conditions for payment (Contract Part 2 ticked and July Bonus decision set to ‘Yes’) have been met, or on the actual date(post 6 July) that all the conditions are met.

Latest Date for confirming a bonus payment – 28 August 2009 by 20.00

It is particularly important that you make payment decisions by this date as this is the last date they will be available to you.

This date is the last date a July Bonus will be ‘created’. Schools and colleges will not be able to make bonus payment decisions (or weekly payment

decisions) after this date as payments cannot cross from one academic year to another.

You should complete an End of Learning (EOL) code for **all** learners whose course finishes before the end of the school term, which prevents them from being presented for payment after they have left. You should make sure a learner has completed **all** academic activities, for example end of study leave, exams and course activities before completing an EOL code. If you set the end date of your last term, or individual learners study pattern too early, **as some schools/colleges did during previous years**, it may prevent payment to some eligible learners.

If you have any queries on this All User email please do not hesitate to call the Provider Helpline on: **0845 600 7979**.

Kind Regards.

Learner Support Service on behalf of the Learning and Skills Council