

Dear User

Please share the contents of this email with your EMA and ALG Coordinators, School Head/College Principal and/or your school/college Senior Management Team and all other users of laps within your school/college.

EMA and ALG Guidance 2010/11

EMA guidance for the 2010/11 academic year has been published this week. You can access this document from the following link:

EMA: <http://ema.ypla.gov.uk/resources/guidance>

ALG guidance will be available shortly.

Please ensure that the 2010/11 version of the guidance replaces any previous versions you may have. It is also important that you familiarise yourself with the contents of these documents to ensure that you implement the scheme correctly in your organisation in the 2010/11 academic year. If you have already downloaded a copy of this document, we would advise you to revisit the website and download the latest version as the document has been updated this week.

EMA FE and ALG Standard Default Term Dates

The standard term dates for 2010/11 have been set at:

Term 1: 30/08/2010 ends 22/10/2010

Term 2: 01/11/2010 ends 17/12/2010

Term 3: 03/01/2011 ends 18/02/2011

Term 4: 28/02/2011 ends 08/04/2011

Term 5: 25/04/2011 ends 27/05/2011

Term 6: 06/06/2011 ends 22/07/2011

If the Standard Term Dates operated by your establishment differ from those listed above, it is imperative that you update your Standard Term Dates (using Site Admin/Edit Site Details) BEFORE you enrol any learners for the year 2010/11.

IMPORTANT NOTE on the use of Standard Term Dates - if you wish to update the Standard Default Term Dates listed above please set the end date of your last term to the last day for which **ANY** of your students may receive EMA or ALG payments. Students are entitled to payment for Study Leave and some may return after examinations to prepare for their second year. All students that leave before the end date of your last term should have an End of Learning (EOL) reason completed, which will prevent them being presented for payment after they have left.

If you set the end date of your last term too early it may prevent payment to some eligible students.

Reminder to all EMA FE and ALG Providers

You are reminded that **all** outstanding payment decisions (weekly and, for EMA, bonus) must be completed by 27 August. After that date academic year 2009/10 information will no longer be accessible.

If you have any questions on the information contained within this email, **particularly on the use or setting of Standard Term Dates**, please call the Provider Helpline on **0845 600 7979**.

With kind regards

Learner Support Service