

An Adult Learning Grant (ALG) is intended to help low-income adults studying full time with the costs of learning. The grant pays up to £30 per week (subject to financial assessment) to learners aged 19 and over who are studying full time for their first full Level 2 or first full Level 3 qualification.

This overview is to help learning providers understand ALG – and support learners in the process.



Eligibility

The full guidance notes are at <http://alg.ypla.gov.uk/>

Key eligibility criteria:

- Learners must be aged 19 or over.
- Learners must be studying full time (at least 450 guided learning hours per year).
- Learners must be studying for their first Full Level 2 or first Full Level 3 qualification.
- Learners must be studying at a Skills Funding Agency funded Provider in the 2010/11 academic year.
- Learners must meet the residency criteria (see guidance notes for full details).
- Learners must not be receiving out of work benefits such as JSA or Incapacity Benefit or be in receipt of Income Support.
- Learners must be earning £19,513 or less if they are single or, if they are married/have a partner, have a joint income of £30,810 or less (see income table for further details).

Learners who are single

Income for 2009-10 tax year	Weekly ALG payment
Up to £11,810	£30
£11,811 - £15,405	£20
£15,406 - £19,513	£10
Over £19,513	Nil

Learners who are married or living with a partner

Income for 2009-10 tax year	Weekly ALG payment
Up to £20,817	£30
£20,818 - £25,521	£20
£25,522 - £30,810	£10
Over £30,810	Nil

The ALG Process

Promotion/Support

Learning Providers can help to promote ALG by:

- Integrating ALG in publicity e.g. highlight eligible courses in the prospectus.
- Briefing staff about ALG e.g. tutors of eligible courses.
- Providing ALG advice and support to learners, particularly during the induction period.
- Helping learners complete their applications where appropriate.



Application

Learners apply by completing the ALG application form. This comes with detailed guidance notes to help them through the process.

The most common problems with applications are:

- Not filling in all parts of the form.
- Not sending income details for the correct tax year (2009-10).
- Not applying early enough (applications received within 28 days of the start of their programme of study will be eligible for backdated payment to the start of the programme).



Assessment and Enrolment

The Learner Support Service (LSS) will then assess the application - and inform the learner of any queries. The learner, if successful, will receive a "Notice of Entitlement" – this means that the learner could be eligible for ALG once the Provider has verified the learner and course are eligible by completing the following checks:

- Checked the course is eligible by using the Learning Aims Database to ensure the Level 2 and Level 3 courses being delivered are not listed as full.
- Ensure the course is full time; this means 450 guided learning hours over an academic year.
- Notify the LSS if any learners do not meet the residency criteria as detailed in the guidance.
- Remind learners of the need to sign-off ineligible benefits before ALG payments start.
- Complete field L34 on the ILR (Learner Support Reason). Code 24 identifies learners in receipt of ALG.



Monitoring

Throughout the academic year learning providers are required to:

- Monitor attendance, maintain auditable records and report payment decisions to LSS within 4 weeks.
- Deal with learner queries about withholding ALG payments.
- Inform LSS of any change in contact details.
- Let YPLA and LSS know of any policy or delivery issues.

Payments

Payments are made during term time direct to the learner's bank account, usually on a weekly basis. Full attendance is required and decisions must be made by the Learning Provider.



Key Policy Changes for 10/11 academic year

Change	Brief Description
ALG scheme residency	In 2009/10 learners were required to be resident in the UK for three years prior to the start of their learning programme. In 2010/11 learners must be resident in England for three years prior to the start of their learning programme.
Photocopied evidence is now accepted as part of the application process	In 2009/10 learners were required to supply original documents to confirm their income evidence. In 2010/11 learners can supply photocopies.

Need Further Information?

For more information:

Learners:
<http://direct.gov.uk/alg>
Learner Helpline: 0800 121 8989

Learning providers:
<http://alg.ypla.gov.uk>
Provider Helpline 0845 600 7979

ALG Resources

Provider Guidance and FAQs: <http://alg.ypla.gov.uk>

To order a stock of application forms and support materials contact Prolog on 0845 602 2260 and quote the relevant reference numbers: Leaflet: YPLA-P-100019, Poster: YPLA-P-100020, Business Card: YPLA-P-100022, Business Card Holder: YPLA-P-100023, Birthday Card: YPLA-P-100021, Application Pack: YPLA-P-100002

