IPSO FACTO Training Solutions ELC Courses

Steps required for booking a course and making a claim

1. Identify your course by visiting www.ipsofacto.uk.com/scheduled-courses/ or by calling our Training Advisors on +44 (0) 1489 588453 to help you choose your course.

2. Complete your ELC Claim Form (form ELC 005.01). Forms are available from www.enhancedlearningcredits.com.
Note: Claim forms must be received by ELCAS or Education Officer 15 clear working days prior to the course start date.

Claim Rejected

3. Submit your Claim Form (form ELC 005.01) to Commanding Officer and Education Staff for approval.

4. Your Claim Form is sent to ELCAS for processing, or Authorised Education Officer processing the claim online.

5. ELCAS checks eligibility to claim an ELC.

6. ELCAS or Education Officer will process and approve the claim, and will send you a Claim Authorisation Note (CAN form ELC 005.02)

7. You now need to contact IPSO FACTO on +44 (0)1489 588453 to pay your 20% contribution. This will secure your booking onto the chosen course. Payment can be made by credit, debit card, or bank transfer.

You will also need to send a copy of your ELC 005.02 form to IPSO FACTO. You can email a copy to mail@ipsofacto.uk.com

Invoices for unauthorised claims and/or missing the required information are returned to IPSO FACTO.

8. Once your course has started, IPSO FACTO will send an invoice for your course to DGFM SSC to ELCAS

9. Within 15 working days of receiving an invoice, ELCAS checks the invoice against the approved Claim record and passes to relevant MoD Budget Manager. The Budget Manager authorises the data and then passes on to the DGFM SSC for Payment.

10. MOD DGFM SSC makes payment to IPSO FACTO and issues remittance. Please note that once DGFM SSC received payment instruction it may take 30 days for payment to be made.

New financial year, new ELC allocation of credits.

APPROVED BY MoD
IN SUPPORT OF
THE ELC SCHEME

ELC
PROVIDER NUMBER
4030

Key:
Grey shaded steps involve IPSO FACTO