e2e Learning Declarations

Learners enrolling onto Entry to Employment (e2e) programmes will automatically qualify for the £30 weekly EMA payment. They will not require an income assessment in order to be eligible but must meet all the other EMA eligibility criteria. For further information on the EMA eligibility criteria please refer to the EMA guidance (see paragraph above) or contact the partner helpline on 0845 600 7979.

e2e providers must follow the instructions below for each learner that they intend to enrol on an e2e programme. In some cases providers will be required to complete an e2e Learning Declaration which can be downloaded from http://ema.lsc.gov.uk/resources/support-materials/. The purpose of the declaration is to assist the Learner Support Service in identifying those learners for whom an income assessment is not required. Provider’s help in this matter is vital in ensuring that those learners in most need can quickly access their entitlement to EMA. Providers should note that where a sub-contracting arrangement exists the Learning Declaration must always be signed by the lead provider and not the sub-contracted provider.

- Learners who have received a Notice of Entitlement (NOE) for 2008/09 or a Letter of Entitlement (LOE) £30 should be enrolled on the Interim System using the learner reference number on the NOE or LOE. Learning providers are not required to complete an e2e Learning Declaration for these learners but must ensure that on the Learner Registration Form the Programme of Study is set to “e2e”. Further instructions on how learning providers can enrol learners on the Interim System were communicated in a Super User email on the 30th June.

- Learners who have received a Notice of Entitlement (NOE) for 2008/09 or a Letter or Entitlement (LOE) for £10 or £20 should submit an e2e Learning Declaration that has been completed by their provider. Providers must include the reference number from the learner’s EMA rejection letter on the e2e Learning Declaration when returning it to the Learner Support Service.

- Learners who have not yet applied for EMA should submit an 08/09 EMA application form along with an e2e Learning Declaration that has been completed by their provider. EMA application forms that are accompanied by an e2e Learning Declaration do not require income evidence or parts B and C completing; however, Part A of the
application form must be completed in all cases and any necessary evidence supplied; this must be sent to the Learner Support Service with the e2e Learning Declaration so that the application can be processed as quickly as possible. Sending the e2e Learning Declaration and the application separately could cause a learner’s application to be delayed.

- Learners who have been rejected for EMA on the basis that their household income is greater than £30,810 should submit an e2e Learning Declaration that has been completed by their provider. Providers must include the reference number from the learner’s EMA rejection letter on the e2e Learning Declaration when returning it to the Learner Support Service.

- Learners who have been assessed as ineligible for EMA for any other reason, e.g. age, will not be eligible for EMA under any circumstances and should not reapply for EMA in the 2008/09 academic year.

- Learners who have applied for EMA but have not yet been notified of their entitlement should submit an e2e Learning Declaration that has been completed by their provider. This should be done at the earliest possible opportunity to ensure that the Learner Support Service can match the application to the e2e Learning Declaration before an assessment has been made.

Completed declarations should be sent to the Freepost RRUB-BEXE-TJLK, Learner Support Service, Darlington, DL1 4WD and in all cases the envelope should be clearly marked “E2E Learner”. If you have any further questions relating to the e2e Learning Declaration, please call the Partner Helpline on 0845 600 7979.