



## THE ENHANCED LEARNING CREDIT (ELC) SCHEME (EXTRACT OF 2007DIN06-038)

### PROCEDURE FOR CLAIMANTS NO LONGER IN SERVICE

1. Personnel claiming ELC after they have left the Service are eligible to claim support, up to ten years from their exit date, providing the activity is a nationally recognised qualification at Level Three or above on the National Qualifications Framework, and the Course Provider appears on the Approved Provider List held by the Customer Service Provider.
  
2. The claim form can be downloaded from the ELC Administration Service (ELCAS) web site ([www.enhancedlearningcredits.com](http://www.enhancedlearningcredits.com)) and submitted to the single-Service authorities below (Serving RN and Army personnel are not to use this point of contact and should consult staff in their local Education Centre; serving RAF personnel should utilise their local learning centre):
  - **Royal Navy.** ELC Manager NTE(ER2), Floor 3, Mailpoint 3.3, Leach Building, Whale Island, HMS Excellent, Portsmouth PO2 8BY (telephone: 02392 625808).
  
  - **Army.** ELC Manager, E2 ETS Learning Forces Operations, HQ DETS (A), Trenchard Lines, Pewsey, Wiltshire SN9 6BE (telephone 01980 618729).
  
  - **Royal Air Force.** Learning Credits Administrator, Room 24, Building 28, RAF High Wycombe, Naphill, Buckinghamshire, HP14 4UE (telephone 01494 495957).
  
3. Personnel claiming must submit all of the documents listed below, which include proof of identity and proof of Service:
  - Claim Form
  - Information about the course
  - A plan of your personal development
  - Copy of passport or driving licence (with photograph)
  - Copy of Service discharge document
  - Copy of utility bill (for address)
  - Proof of ELC Scheme Membership.