

Subsidiary to Extended Diploma Factsheet

Background

Subsidiary, 90 Credit and Extended Diplomas sit within the approved learning aims types that are eligible and attract an Advanced Learner Loan.

This type of learning aim is slightly different to others as learners often “top up” from one to the other.

This fact sheet will explore situations in which learners move between these aims and how to properly attribute loans funding for each scenario.

Funding Rules

The Skills Funding Agency publishes Funding Rules annually and the Advanced Learner Loans Funding and Performance Management Rules 2016 to 2017 can be found [here](#).

In relation to Subsidiary to Extended Diplomas, in paragraph F48 and F49, the Funding Rules state the following;

N.B - Although it talks about Subsidiary to Extended Diplomas, the learners' original aim may be a 90 Credit Diploma. If so, the same rules apply

Where a learner undertakes a Subsidiary Diploma and progresses to an Extended Diploma at the same level, the progression can be considered as a single loan and the loan amount amended through the change of circumstance (change of learning aim) process

- The change must be reported while the learner is still in learning on the Subsidiary Diploma.
- You must issue another learning and funding information letter
- The learner must make a new loan application to cover the fee for the Extended Diploma

Where a learner has already undertaken a Subsidiary Diploma funded with a loan and then wishes to undertake an Extended Diploma at the same level and in the same subject at a later date, they can apply for another loan for the Extended Diploma within their overall entitlement to four loans. In this scenario providers must reduce the fee charged to the learner for the Extended Diploma to take account of the prior study of the Subsidiary Diploma.

If no break the learner may stay on the original loan

Before the end date of the original learning aim

A learner must complete a Loan Request Form for an increased loan. Not a brand new ALL application

“At a later date” means that the learner did not originally have the intention of topping up to an extended diploma, the end date of the original aim has passed and there was a break between the original and new learning aim

Scenarios

As a Learning Provider you will have to work with the learner to decide if they remain on the same loan application or they apply for another, when transferring between subsidiary and extended diplomas. The way in which you do this is to decide whether the learner has had a “break”.

Scenario 1 – Learner A

Learner A has a **15/16** application for a level 3 Subsidiary Diploma (this is their first Advanced Learner Loan)

Learner A would like to study a level 3 Extended Diploma from September 2016. **They informed their provider before the end date of their original learning aim.**

Their provider must do a Change of Circumstances to;

- Change the learning aim from the Subsidiary to the Extended Diploma before the end date
- Adjust the original end date to the revised end date for the Extended Diploma
- Increase the fee amount to reflect the new fee for the Extended Diploma

The learner must;

- Submit a Loan Request Form increasing their loan in line with the new fee, if necessary

Due to the circumstances above this learner is;

- Continuing with the same loan application and therefore using one of their 4 loans

Scenario 2 – Learner B

Learner B has a **14/15** application for a level 3 Subsidiary Diploma (this is their first Advanced Learner Loan)

After completing the original course, Learner B has returned 12 months later and would like to study a level 3 Extended Diploma from September 2016. **They did not inform their provider before the end date of their original learning aim.**

Their provider must;

- Inform the learner to receive a loan they must apply for a second Advanced Learner Loan
- Reduce the fee charged to take into account the prior attainment of the Subsidiary Diploma

The learner must;

- Submit a new application to the Student Loans Company

Due to the circumstances above this learner is;

- Not classed as continuing and therefore, due to applying for a second loans, is using two of their 4 loans