



Learning Provider Portal Quick Guide

Attendance Confirmation

Please refer to section 15 of the User Guide for full and detailed instructions on attendance confirmation.

When to Confirm Attendance

Attendance confirmation is the process for you to confirm to us that a learner is engaged on their learning aim.

The attendance confirmation will trigger payment of the fee loan to you. We cannot make a payment without an attendance confirmation.

- **Initial Attendance Confirmation:** You need to confirm the initial attendance two weeks after the start of the learning aim. This is called the initial liability point.
- **Subsequent Quarterly Attendance:** You will then need to confirm the learner's ongoing attendance quarterly, for the first of the month, for the duration of the learning aim. The quarterly attendance confirmation points are fixed as 1 August, 1 November, 1 February and 1 May.

Attendance (and therefore loan liability) will be assumed for the first of the month on the months between these fixed points and payment will be made to you.

Please Note – The payment date is always the third Wednesday of the month. To ensure payment for that month, we must receive a positive attendance confirmation on or before the drawdown date which is the Thursday before the payment date.

If you make a positive attendance confirmation after the drawdown date, we will not make the payment that month, but will make it the following month.

Attendance Confirmation/Payment Calendar

You can use the three highlighted dates per month on the calendars below to see when we will ask for attendance confirmation, when you should submit confirmations to receive a payment in that month, and when we will make payments.

Please note – Drawdown dates have been populated for months that do not require a quarterly attendance return. This is because learners with varying start dates will still require an initial attendance confirmation two weeks after their start date, outside of the set quarters.

Explanations of the dates can be found in the accompanying key:

FQ	Fixed Quarter for Attendance Return	The months in the year where SLC needs quarterly attendance confirmations. Learners will automatically populate the attendance confirmation worklist.
	Drawdown Date	You will need to confirm attendance by this date each month so that SLC can make a payment for all learners who have a positive attendance confirmation. If the drawdown date is missed, payment will be made the following month.
	Payment Date	The date each month SLC will make a payment for all learners who have a positive attendance confirmation.
AA	Assumed Attendance	Where the month is shaded grey, attendance is assumed and no attendance confirmation is required. You may still submit initial attendance confirmations in these months if you have learners reaching their initial liability point.

Academic Year 2019/20 Payment and Drawdown Calendar

AY 2019/20 – August to July																				
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
F Q	August 2019						A A	September 2019						A A	October 2019					
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
F Q	November 2019						A A	December 2019						A A	January 2020					
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												
F Q	February 2020						A A	March 2020						A A	April 2020					
					1	2							1			1	2	3	4	5
3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12
10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19
17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26
24	25	26	27	28	29		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
F Q	May 2020						A A	June 2020						A A	July 2020					
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		