



Learning Provider Portal Quick Guide

Loan Facility Details

Prior to the start of the academic year, the Education & Skills Funding Agency (ESFA) sends a Loan Facility Amount for each Learning Provider via a secure web service. Once the data has successfully loaded, SLC creates a Loan Facility Record for each Learning Provider.

The Loan Facility Record will contain the following fields:

Example for AY 2018/19

- Contract End Date
- Loan Facility Start Date: 01/08/2017
- Loan Facility End Date: 31/07/2018
- Loan Facility Allocation Amount: £1000.00
- Loan Facility Amount Used: £0.00
- Loan Facility Percentage Used: 0%
- Loan Facility Amount Remaining: £1000.00

If you have the LP Financials Administrator Role, you can view this information by selecting the Loan Facility Details tab within the Financials Home screen.

Next, select the relevant Academic Year then click on Display Details.

The following screen will then be displayed with a read-only set of results which are correct as at close of business the previous night. An overnight batch runs daily which updates the results accordingly.

Please note that the details returned on this report will be correct as at the close of business last night.

Academic Year 18/19

| | Details | Message |
|---------------------------------|---------------|---------|
| Contract End Date | 01/01/2020 | |
| Loan Facility Start Date | 01/08/2018 | |
| Loan Facility End Date | 31/07/2019 | |
| Loan Facility Allocation Amount | £1,000,000.00 | |
| Loan Facility Amount Used | £66,419.56 | |
| Loan Facility Percentage Used | 6.64% | |
| Loan Facility Amount Remaining | £933,580.44 | |

[Close](#)

Please Note: The Loan Facility Amount Used figure is calculated using all scheduled instalments. This includes scheduled instalments for learners whose course may have started in a previous academic year and who are still in learning. It is updated by the overnight batch taking into account all Change of Circumstances submissions performed on that day which reduce or increase this figure.

To identify the learners who make up this figure you can export the csv Payment Schedule & Attendance Report from the Learner Information Screen and filter on **Academic Year only**. Next, filter on column L, Scheduled Payment Date, and select all dates between 1 August and 31 July for the academic year. Then, total column N, Payment Amount.

For the two figures to match, you should run the report as early as possible in the morning so that it is created not long after the batch has run the previous night and before submitting new applications and Change of Circumstances.

Loan Facility Warning Messages

Loan Facility Used = 80%

When you reach 80% Used for any academic year, a warning message will appear in the message section of the Learning Provider Portal Home page and on the Loan Facility Details screen, as shown below.

Home Maintain Groups Administer User Learning Provider Details Applicant Information Service ▾

Home

Welcome to the Learning Provider Portal

The Learning Provider Portal is a secure site which gives you access to the Applicant Information Service and administration functions which underpin Advanced Learner Loans. The Applicant Information Service gives you access to learner information for your organisation, attendance confirmations, change of circumstance functions and financial reports. In addition, the portal allows you to view details of your organisation and administer users.

Messages

- 80% or more of the loan facility for Academic Year 17/18 has currently been used.

Loan Facility Details

Please note that the details returned on this report will be correct as at the close of business last night.

Academic Year 17/18

| | Details | Message |
|---------------------------------|------------|---|
| Contract End Date | 31/07/2018 | |
| Loan Facility Start Date | 01/08/2017 | |
| Loan Facility End Date | 31/07/2018 | |
| Loan Facility Allocation Amount | £15,000.00 | |
| Loan Facility Amount Used | £12,000.00 | |
| Loan Facility Percentage Used | 80% | 80% or more of the loan facility has currently been used. |
| Loan Facility Amount Remaining | £3,000.00 | |

Close

Loan Facility Warning Email

Loan Facility Used = 90%

When you reach 90% Used, a warning email will be sent to the Primary and Secondary Contacts. The email will advise:

Subject: Learning Provider Portal – Advanced Learner Loan – Facility Used

Dear Colleague,

Important – Please Read.....

90% or more of your Advanced Learner Loan Facility for Academic Year 17/18 has currently been used. You may want to consider this when recruiting further learners.

This email is for information purposes only.

Yours sincerely

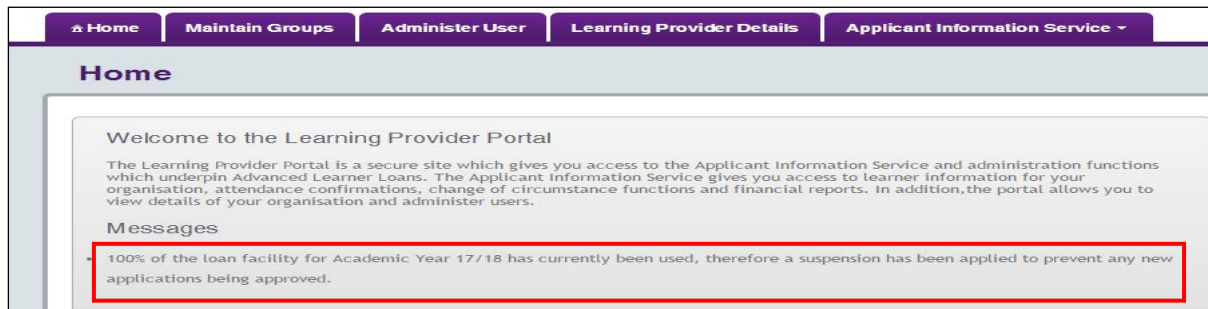
Student Loans Company

Please do not reply to this email. It has been automatically produced from an address which cannot accept incoming mail.

Loan Facility Warning Messages and Further Email

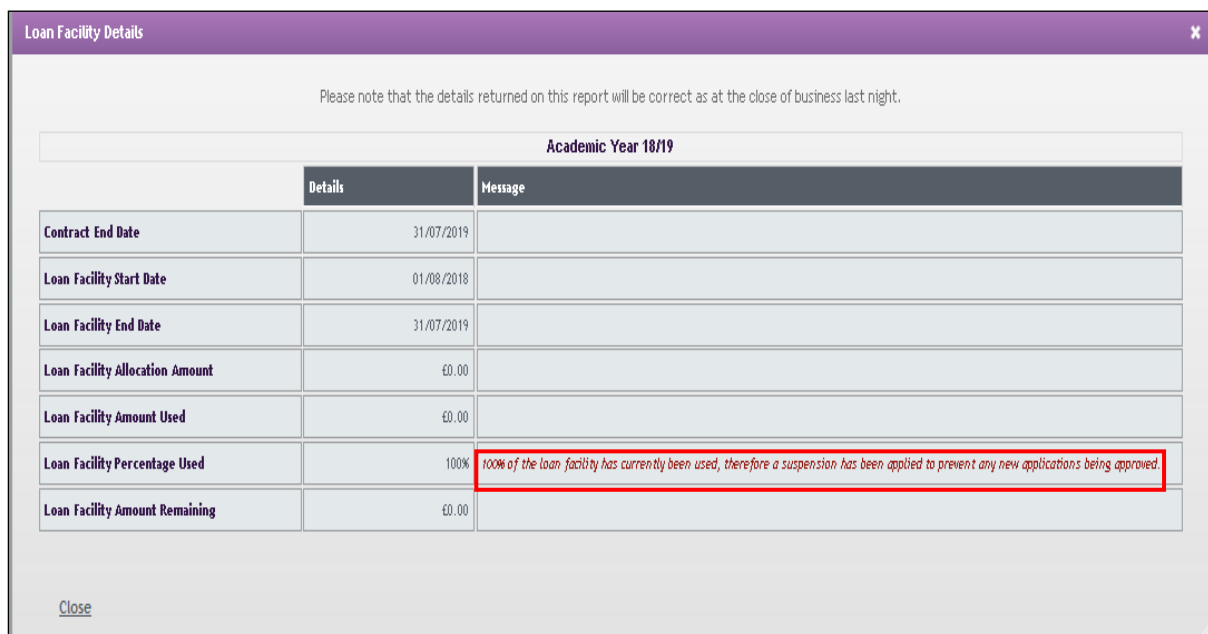
Loan Facility Used = 100%

When you reach 100% Used for any academic year, a warning message will appear in the message section of the Learning Provider Portal Home page and on the Loan Facility Details screen. A further email will also be sent, as detailed below:



The screenshot shows the Learning Provider Portal Home page. The navigation bar includes Home, Maintain Groups, Administer User, Learning Provider Details, and Applicant Information Service. The main content area is titled 'Home' and contains a welcome message and a 'Messages' section. A red box highlights the following message:

100% of the loan facility for Academic Year 17/18 has currently been used, therefore a suspension has been applied to prevent any new applications being approved.



The screenshot shows the Loan Facility Details screen. A note at the top states: 'Please note that the details returned on this report will be correct as at the close of business last night.' Below this is a table for 'Academic Year 18/19' with two columns: 'Details' and 'Message'.

| | Details | Message |
|---------------------------------|------------|--|
| Contract End Date | 31/07/2019 | |
| Loan Facility Start Date | 01/08/2018 | |
| Loan Facility End Date | 31/07/2019 | |
| Loan Facility Allocation Amount | £0.00 | |
| Loan Facility Amount Used | £0.00 | |
| Loan Facility Percentage Used | 100% | 100% of the loan facility has currently been used, therefore a suspension has been applied to prevent any new applications being approved. |
| Loan Facility Amount Remaining | £0.00 | |

A red box highlights the message in the 'Loan Facility Percentage Used' row. A 'Close' button is located at the bottom left of the screen.

Please Note: An automatic service restriction will be applied preventing any new applications for that academic year being approved. Any applications received before the restriction comes into effect (i.e. applications sitting at Missing Evidence, Eligibility Incomplete and Auto-Cancelled) will still be approved.

The email will advise:

Subject: Learning Provider Portal – Advanced Learner Loan – Facility Used

Dear Colleague,

Important – Please Read.....

100% of your Advanced Learner Loan Facility for Academic Year 17/18 has currently been used, therefore a suspension has been applied to prevent any new applications being approved. Please ensure you do not recruit any further learners at this time.


If you require any further information please contact your Provider Manager at the Education & Skills Funding Agency (ESFA).

Yours sincerely
Student Loans Company

Please do not reply to this email. It has been automatically produced from an address which cannot accept incoming mail.

Contract End Date

When your Contract End Date is earlier than the Loan Facility End Date, a warning message will appear in the message section of the Learning Provider Portal Home page and on the Loan Facility Details screen as detailed below:



Loan Facility Details

Please note that the details returned on this report will be correct as at the close of business last night.

Academic Year 17/18

| | Details | Message |
|---------------------------------|------------|--|
| Contract End Date | 08/11/2017 | Please Note: The Contract End Date is prior to the Loan Facility End Date. Applications with a Start Date after the Contract End Date will be deemed ineligible. |
| Loan Facility Start Date | 01/08/2017 | |
| Loan Facility End Date | 31/07/2018 | |
| Loan Facility Allocation Amount | £0.00 | |
| Loan Facility Amount Used | £0.00 | |
| Loan Facility Percentage Used | 100% | 100% of the loan facility has currently been used, therefore a suspension has been applied to prevent any new applications being approved. |
| Loan Facility Amount Remaining | £0.00 | |

[Close](#)