

## **FACTSHEET 34**

### **SDS Individual Training Accounts (ITA)**

#### **Introduction**

SDS Individual Training Accounts is a scheme that enables you to get up to £200 per year towards the cost of a training course. It's for people who have an income of £22,000 a year or less, or who are on benefits. If you are age 16 or over and living in Scotland you could get £200 towards the cost of learning with a learner account from ILA Scotland.

For more information on courses available and that are eligible for funding via the ITA go to the My World of Work website -

<https://www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita>

#### **How do I apply?**

You can apply for the ITA funding on the My World of Work website. You'll be asked to enter some personal details which will be used to complete part of your application form. You'll also be asked to answer some simple questions that let them check you're eligible.

#### **How do you use your account?**

Check that the learning provider is approved for the ITA and that the course you want to take is eligible for funding. A full list of ITA courses is available on their website. Remember that you can't use your funding to pay for training which is not listed on the ITA database so it's best to call the helpline on **0800 917 8000** to check before you book the training. You can also search their database of registered courses available online.

#### **What happens if I leave my course or my circumstances change?**

If you decide to leave your course before SDS has made a payment to your training provider, you may be required to pay the course fees in full. You should ask your provider for more information about their course withdrawal arrangements.

If your circumstances change please contact your training provider to discuss the options available to you. Alternatively call the ITA helpline on **0800 917 8000**.

It is important that you keep ITA up-to-date with any changes in your personal details, for example if you move house, or change your name. All you have to do to update your details is call the helpline on **0800 917 8000**.

### **Need more help?**

For the most up-to-date advice on eligibility for the ITA or what course might be best for you give the ITA a call on 0800 917 8000. For further information and advice go to <https://www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita>

**This information is correct to our knowledge as at 29 July 2019. For up to date information and to check whether you are eligible for ITA go to <https://www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita> or phone 0800 917 8000.**

For information about childcare available in Dundee go to [www.families.scot](http://www.families.scot) or contact Dundee Children & Families Information Service at [cis@dundeecity.gov.uk](mailto:cis@dundeecity.gov.uk) or 01382 433900.

Information is available on our Dundee pages of [www.families.scot](http://www.families.scot) where alongside details about childcare services you can also access our Online Directory for further advice, groups, activities and other services for families available locally and nationally

29 July 2019

[www.families.scot](http://www.families.scot)

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