

FUNDING GUIDE

How to Use ELCAS Funding with IMSL

A simple guide for Serving Personnel and Service Leavers on accessing IMSL's ProQual accredited intelligence and OSINT qualifications through ELCAS.

What is ELCAS?

The Enhanced Learning Credits Administration Service (ELCAS) is the Ministry of Defence's funding scheme that helps eligible Serving Personnel and Service Leavers access nationally recognised qualifications through approved learning providers such as IMSL.

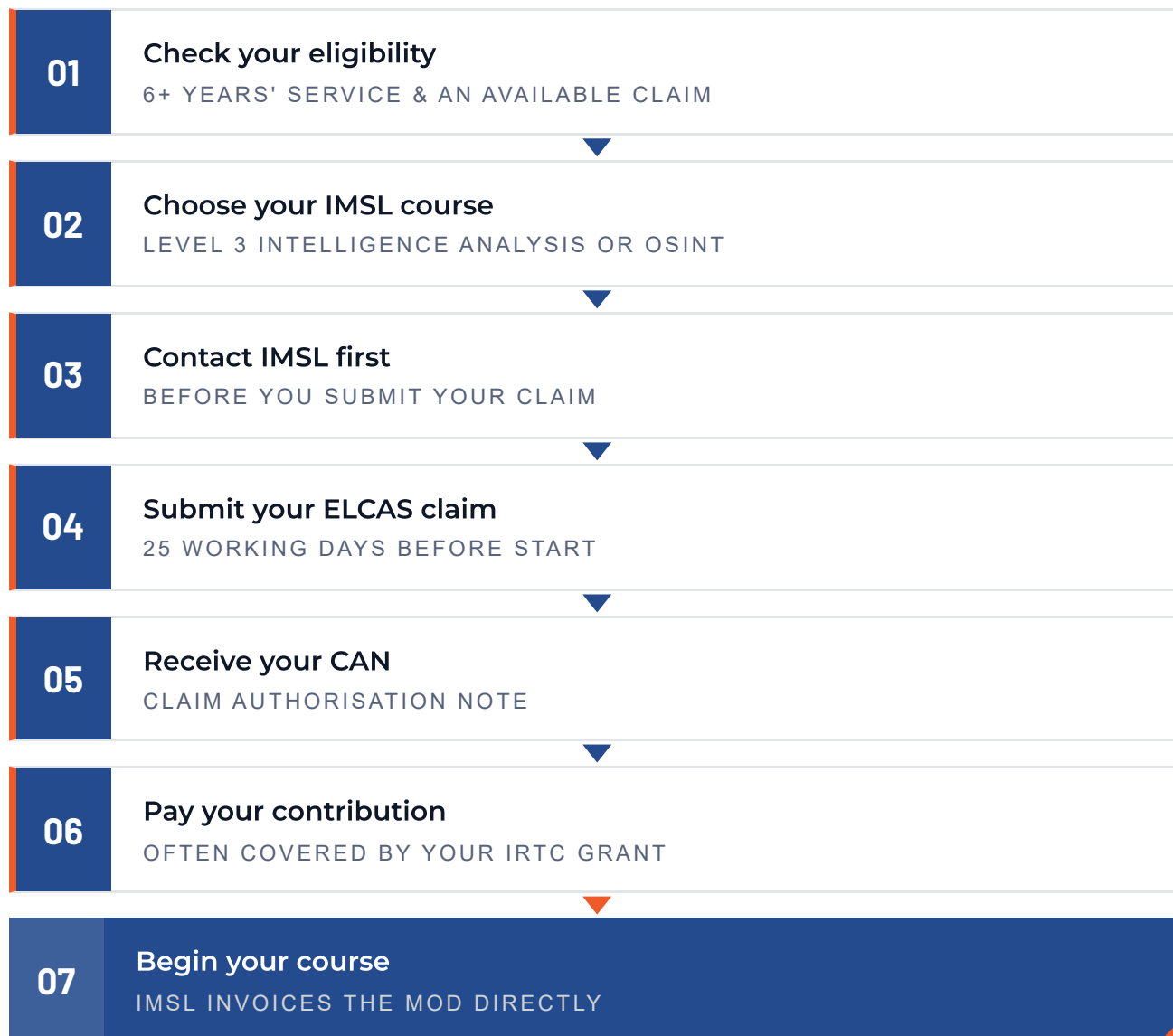
ELCAS supports professional development and resettlement by contributing towards the cost of approved courses, including IMSL's ProQual accredited intelligence and OSINT qualifications.

ELCAS: enhancedlearningcredits.com

AT A GLANCE

The Journey in Seven Steps

A quick overview of how ELCAS funding works with IMSL. Each step is explained in full further down this guide.



Your Funding Entitlement

6-8 Years' Service

Eligible personnel may receive:

**3 × £1,000 Enhanced Learning
Credit claims**

Claims can be pooled into a single
£3,000 funding pot.

8+ Years' Service

Eligible personnel may receive:

**3 × £2,000 Enhanced Learning
Credit claims**

Claims can also be pooled
where appropriate.

During Resettlement

Eligible Service Leavers may also receive:

IRTC grant (approx. £568)

Can often be used to cover the learner's required 20% contribution.

How ELCAS Pays for Your Course

- ELCAS contributes up to 80% of the course fee.
- The learner pays a minimum of 20%.
- If your remaining ELCAS credits are less than 80%, your personal contribution will increase to cover the shortfall.
- IRTC can often cover the learner contribution during resettlement.
- Claims must be submitted 25 working days before course start.
- One claim per financial year (up to three total).

IMSL Course Pricing and ELCAS Funding

ELCAS recognises qualifications at Level 3 and above, so IMSL's Level 1 courses are not eligible.

Course	Delivery	Course Fee	Learner Contribution
ProQual Level 3 Award in Intelligence Analysis	Classroom	£1,500	£300 (£250 + VAT £50)
	Online	£1,260	£252 (£210 + VAT £42)
ProQual Level 3 Award in Open Source Intelligence (OSINT)	Classroom	£1,500	£300 (£250 + VAT £50)
	Online	£1,260	£252 (£210 + VAT £42)

For many learners, combining ELCAS funding and the IRTC grant means completing an IMSL qualification without a personal financial contribution.

Step-by-Step Guide: Claiming Your ELCAS Funding with IMSL

1 Check your eligibility

Visit the ELCAS website and log into your account:

enhancedlearningcredits.com

Confirm that:

- You have sufficient qualifying service (6+ years).
- You have an available ELCAS claim.
- Your chosen qualification meets ELCAS eligibility requirements.

2 Choose your IMSL course

Browse IMSL's ELCAS-approved qualifications and select the course that best supports your career progression, professional development, or resettlement goals. IMSL delivers ProQual accredited qualifications, including:

Course	Delivery	Qualification Code
ProQual Level 3 Award in Intelligence Analysis	Classroom	603/5608/X
ProQual Level 3 Award in Intelligence Analysis	Online	603/5608/X
ProQual Level 3 Award in OSINT	Classroom	603/7394/5
ProQual Level 3 Award in OSINT	Online	603/7394/5

3 Contact IMSL before applying

Before submitting your ELCAS claim, contact the IMSL Training Team. IMSL will:

- Confirm course availability and dates.
- Explain how your ELCAS funding applies.
- Provide the Course Information Summary required for your claim.
- Confirm the correct course cost for your application.
- Apply all ELCAS pricing manually (no discount codes are required).

Please do not submit your ELCAS claim until you have spoken with IMSL.

4 Submit your ELCAS claim

Once IMSL has provided the required course information, return to the ELCAS Learner Portal and complete your online application.

To locate IMSL when submitting your claim, search using the following details:

Provider Name	Intelligence Management Support Services Ltd
Provider ID	11312

You will then be able to view IMSL's approved ELCAS courses and select the qualification you are applying for.

If you are Serving Personnel

Your application must be approved by your:

- Line Manager (where applicable)
- Education Staff / Education Officer

If you are a Service Leaver

Your application is submitted through your:

- Single Service Representative (SSR)

Applications must be submitted at least 25 working days before your course start date.

5 Receive your Claim Authorisation Note (CAN)

Once your application has been approved, you will receive your Claim Authorisation Note (CAN) through the ELCAS portal.

IMSL cannot confirm your place until your CAN has been issued.

6 Pay your learner contribution

Once your CAN is issued, send it to IMSL. IMSL will then:

- Generate an invoice for your learner contribution (minimum 20%).
- Provide payment instructions.
- Confirm receipt before enrolment is finalised.

If you are within your resettlement period, this can often be covered using your IRTC grant, meaning many eligible learners pay nothing personally.

Important Funding Note

ELCAS contributes up to 80% of the course fee. Your personal contribution is a minimum of 20%, but this may increase if:

- Your remaining ELCAS credits are less than 80%.
- You have partially used your funding previously.
- Your pooled claim does not fully meet the 80% threshold.

In these cases, your learner contribution increases to cover the shortfall.

7 Begin your course

Once your CAN has been received and any remaining funding has been arranged:

- ✓ IMSL confirms your enrolment.
- ✓ IMSL invoices MOD directly for the ELCAS-funded amount.
- ✓ You begin your qualification.

Why Service Personnel Choose IMSL

- ✓ Approved ELCAS provider delivering nationally recognised ProQual accredited qualifications.
- ✓ Course pricing aligned to maximise ELCAS funding.
- ✓ Qualifications supporting careers in intelligence, investigation, leadership, coaching, management and business.
- ✓ Professional, structured learning designed to support successful transition into civilian employment.