



SFC Guidance

Education Maintenance Allowance return 2018-19

Issue date: 7 May 2019

Reference: SFC/GD/02/2019

Summary: This document provides guidance notes on the collection of the 2018-19 Education Allowance Maintenance return.

FAO: Principals / Board secretaries of Scotland's colleges

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Revisions to the EMA data collection

1. Programme ID added to aid matching back to the correct student FES record.
2. First initial replaced with full forename to aid matching back to the correct student FES record.
3. Second initial replaced with full middle name to aid matching back to the correct student FES record.

Introduction

1. This document contains guidance notes for completing the Education Maintenance Allowance (EMA) Return 2018-19.

About the EMA returns

2. Under the EMA programme, colleges must submit two kinds of returns to SFC:
 - Monthly aggregate returns.
 - Annual aggregate return (*collected in September*) that contains individualised information on the students participating in the programme.
3. Each return serves two purposes:
 - Acting as a data return, giving information on the operation of the programme.
 - Acting as a claim form for payments relating to college activity under the programme.
4. Both returns allow reconciliation checks to be carried out and will be used to monitor the EMA budget.
5. Any queries or correspondence relating to the collection should be made to Michelle McNeill, email: mmcneill@sfc.ac.uk, tel: 0131 313 6662.
6. Any queries about claims should be made to Jane Scott, email: jscott@sfc.ac.uk, tel: 0131 313 6660.

Annual aggregate return

7. The annual aggregate return is collected for the Scottish Government for reporting purposes.
8. Before you can make an individualized return, select the name of the college, the college field will automatically be filled with the college number.
9. We do not require student data for anyone that has not received a payment – only student data for those who have received a payment.

Data required

10. The data we require is as follows in the annual aggregate form (*see annex A*):
- **Scottish Qualification Authority (SQA) number** - the student's unique SQA number; if student has no SQA candidate number leave field blank.
 - **Programme ID** - Unique identifier for programmes as used by the colleges.
 - **Student matriculation number** - the student's unique college matriculation number.
 - **Surname** – the candidate's surname.
 - **Full forename** – the candidate's first name.
 - **Full middle name** – the candidate's middle name (*if applicable*).
 - **Gender** – the gender of the candidate. Please select a suitable option from the drop-down menu (*Female/Male/Other/prefer not to say*).
 - **Date of Birth** – the candidate's full date of birth (*dd/mm/yyyy format*).
 - **Home post code** – Postcode of student's permanent home location.
 - **Household income** – the combined incomes of all people sharing a particular household or place of residence of the candidate.
 - **Level of final EMA payment (£30)** – this is the weekly allowance the applicant is entitled to.
 - **Mode of attendance** – candidate's mode of attendance will be part-time or full-time. Please select a suitable option from the drop-down menu (*full-time or part-time*).
 - **Total EMA paid, excluding admin payments (£)** – the total amount of maintenance money paid to the candidate excluding the administration fee paid to colleges.
 - **Total number of weekly payments made to student** – the number of weekly payments made (not pounds paid) to the student cumulative of the number of weekly payments received. Again, this should exclude any administration payments.
 - **Total error check** (if weeks by payment level does not = total EMA).
 - **Student started after 22 January 2019** – those students who enrolled or became eligible for an EMA after the January return was submitted should be recorded in this return to ensure the administration cost is paid to your college. Please select a suitable option from the drop-down menu (*yes or no*).

Returning the form

11. Please submit the September aggregate return via SFC secure send by **20 September 2019**. Ensure you have titled the spreadsheet with 'EMA 2019' followed by the college name.

12. Your college MIS staff can upload the file to the SFC secure server. Only those with the correct college ID and password can access SFC secure send.
13. Please contact Michelle McNeill, email: mmcneill@sfc.ac.uk, if you have any queries about SFC secure send.

Martin Smith

Martin Smith
Chief Funding and Information Officer

Annex A - Annual aggregate return

Scottish Funding Council Education Maintenance Allowance (EMA) College Collated Return 2018-19																
Notes: 1. Please complete all fields highlighted white otherwise the return will not be accepted 2. Return should include all students in EMA system from start to end of the academic session payment period 3. The completed template should be returned, as an Excel attachment, to mmcneill@sf.c.ac.uk, no later than Friday 20 September 2019 .																
SQA Number	Programme ID	Student matriculation number	Surname	Full Forename	Full Middlename	Gender	Date of birth (dd/mm/yyyy)	Home postcode	Household Income	Level of EMA payment (£30)	Mode of attendance	Total EMA paid, exc adm'n payments (£)	Total number of weekly payments made to student	Expected total payment (= weeks x level of payment)	Total error check (If weeks by payment level does not = total EMA)	Student started after 22 January 2018
										£30				£0		
										£30				£0		
										£30				£0		
										£30				£0		
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