

RAFBFC ELCAS POLICY

RAFBFC is an ELCAS Approved Learning Provider offering courses as a function of its UK CAA Declared Training Organisation status. Many Service members have taken advantage of ELCAS funding for flight training towards the UK Private Pilots Licence but they and RAFBFC must comply with the ELCAS rules and processes for management and funding of the courses.

Before RAFBFC can confirm a course, the applicant must provide a Claim Authorisation Note (CAN) approved by MOD and pay a 20% personal contribution towards the course costs. Only then can the course be confirmed, and ELCAS-funded training commenced. ELCAS rules direct that any training carried out prior to that point must be paid for by the individual on a self-funding basis. Once the course starts, RAFBFC can invoice MOD for the approved funds.

RAFBFC will hold the ELCAS funds and the personal contribution in an account and be drawn down against training costs. Courses should normally be completed within 2 years. RAFBFC policy on the operation of ELCAS-funded accounts is:

- a. We expect all ELCAS courses to be completed in 2 years from approval.
- b. We will write to members after 21 months to give them 3 months' notice to complete their course.
- c. For serving personnel we will take their individual circumstances into account and will extend courses at our discretion.
- d. After 2 years their account will be closed, and residual funds transferred as general BFC funds to support our training organisation requirements.
- e. Where members have passed the 21 month point already, we will give 3 months' notice for them to complete the course.
- f. Where a member account has been open for 3 years and dormant for a year, we will close it immediately.
- g. Although there is no ELCAS policy or requirement for a provider to transfer funds to another provider, RAFBFC will take account of the Service circumstances related to postings etc and may transfer residual funds to another unit. As there is no ELCAS mechanism for such transfer that would be done on a direct unit to unit arrangement and would be dependent on an agreement between the units. An administration fee of 1% will be charged for this service.