

### **Individual Training Accounts ( ITA's) Process for Students to confirm attendance**

As a result of the Covid-19 pandemic SDS have revised their guidelines on ITA.

These guidelines were revised only for this period and can be accessed at [SDS ITA Operational Rules](#)

In line with these changes, students who wish to apply for ITA funding must do so through ' My World of Work'. Once this has been verified and the learner starts the course, they must **email confirmation of attendance** to ITA@wcs.ac.uk instead of the need to fill in the attendance register form. The email must clearly indicate the following:

Full name:

Course:

Start date:

The ITA team will then upload and process the application accordingly.

If the student has any enquiries, they should email ITA@wcs.ac.uk

Thank you,

Jigna Bhatt, Finance manager