



Level 3 Diploma for the Children & Young People's Workforce FUNDING APPLICATION FORM 2010 / 2011

Funding will only be available to applicants working in the non-maintained PVI sector only (Private, Voluntary & Independent). Qualifications eligible for funding will have been defined by the Children's Workforce Development Council as full & relevant, meeting the requirements of the Early Years Foundation Stage framework on their list at <http://qualificationslist.cwdcouncil.org.uk>

Funding can only be used with a 2010 / 11 Birth to Five Service approved training provider, you will find their details on the Birth to Five Service website www.birthtofive.org.uk / training / Continued Professional Development

ENTRY REQUIREMENTS:

Candidates **MUST** have been employed in their current position for 6 months minimum, prior to making an application for funding

Candidates **MUST** be working for a minimum of 15 hours per week in a single setting (for a minimum of 38 weeks per year)

Applicants must hold a GCSE (A-C) or equivalent in English (this must be recognised as appropriate for entry to the EYPS pathway **see addendum pg 4 of this form*) and show evidence of previously undertaking core training – *a copy of this should be attached*

| | | |
|-------------|------------|-----------|
| Title | First name | Last name |
| | | |
| Address | | |
| Post Code | | |
| Home Tel: | | |
| Mobile Tel: | | |
| e-mail: | | |

You will only be eligible to apply for funding if you meet one of the criteria below, please tick next to the box that best describes your situation:

| | |
|---|--------------------------|
| Currently employed in a non-maintained Ofsted registered early years & childcare provision within Lincolnshire (part or full-time) <i>Day Nursery, Pre-school, Playgroup, Independent School, Out of School Club</i> | <input type="checkbox"/> |
| Working as a Ofsted Registered Childminder within Lincolnshire | <input type="checkbox"/> |

Please give all relevant details of the setting that you are employed (if registered as a Childminder please just state your registration number & type of setting):

| | | | | | |
|---|--------------------|----------------------|---------------------|------------------------|--------------------|
| Name of Manager / Owner | | | | | |
| Name & Address of setting | | | | | |
| Ofsted registration Number | | | | | |
| Your job title | | | | | |
| Type of setting <i>* Please circle</i> | Independent School | Voluntary Pre-school | Private Day Nursery | Registered Childminder | Out of School Club |
| Other <i>*Please state</i> | | | | | |

| | |
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| | |
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| | |
|---|----------|
| Have you received funding from Lincolnshire County Council for any previous qualification courses | YES / NO |
|---|----------|

If yes, please give details below:

| Name of qualification | Level | Date achieved |
|-----------------------|-------|---------------|
| | | |
| | | |

| | |
|--|--|
| How many training providers have you contacted for information on this qualification | |
| What were your reasons for choosing this particular training organisation | |

| |
|--|
| Please detail below how you have agreed to complete the 650 notional learning hours necessary for course completion |
| |

Failure to complete all sections may result in the return of the form to the applicant, and will delay consideration of your application

Factors to consider:

It may not be favourable if you have previously applied for funding from Lincolnshire County Council, and then subsequently failed to complete the course

Lincolnshire County Council will only fund applicants to pursue a qualification that is higher than a level already held or previously paid for by LCC (in the relevant field)

All applicants are required to complete audit / monitoring forms sent out from Lincolnshire County Council, as requested, failure to return these forms may affect your funding

Any additional costs to re-sit or re-submit pieces of work will have to be met by the applicant.

LCC has the right to withdraw funding from a candidate if they demonstrate ineffective progress, in any area **after discussions with the relevant training provider after which point 3 would be considered*

SUPERVISOR TO COMPLETE

Lincolnshire County Council ask that Supervisors commit to developing the candidates professional development, by giving appropriate support and allocating time that may be required to successfully complete this qualification

| | |
|------------|--|
| Print Name | |
| Signature | |
| Date | |

| | |
|---|--|
| Please state the date this member of staff commenced paid employment with you | |
|---|--|

Candidates should submit a **copy** of their job description & contract of employment so evidence job role and contracted hours – if you are a registered childminder you should submit a copy of your registration certificate and a list of your opening hours

TRAINING PROVIDER TO COMPLETE

Please sign to state that the candidate meets the minimum requirements necessary for funding and a place has been provisionally offered:

Training Providers must commit to completing a ‘monitoring return’ to track student retention, progress and achievement on the courses against which they are being funded on a termly basis.

| | |
|---|--|
| Name of College / Training Organisation | |
| Address | |

| | |
|------------------------------------|---|
| Full cost of the course | £ |
| Lincolnshire County Council to pay | £ |
| Balance to be paid by Candidate | £ |

A maximum single payment up to **£900** per candidate will be paid to the training provider, should the cost of the course exceed this amount it will be the responsibility of the candidate to seek the difference

| | |
|----------------------------|--|
| Signature of Course Leader | |
| Date | |

| | |
|---------------------------------------|--|
| Suggested date of course commencement | |
| Expected date for completion | |

| | |
|--|--|
| Print Name of Assessor allocated to this candidate | |
|--|--|

DECLARATION:

To the best of my knowledge the information I have completed on this form is correct. If I am successful in obtaining funding from Lincolnshire County Council I will undertake to complete the course I am funded for

I understand that failure to complete all sections of this form appropriately will result in the application being returned

I understand that Lincolnshire County Council reserves the right to reclaim a percentage of course costs from me, if I leave before I complete the course.

I understand that if I complete the mandatory units of this qualification and then decide to alter the direction of my studies to the learning and development support services pathway or children’s social care pathway, I will be required to pay back any course fees that have been paid to the training provider by the local authority

| | | | |
|------------------------|--|------|--|
| Signature of applicant | | Date | |
|------------------------|--|------|--|

For statistical purposes please complete the following:

| | |
|--------|---------------|
| Gender | Male / Female |
|--------|---------------|

| | |
|-------------------------------|----------|
| Registered Disabled | Yes / No |
| Ethnic Origin *please specify | |

A review of these criteria will take place on a six monthly basis to take effect after the review date. This review will be based upon funding available and revised priorities resulting from Government guidelines, Children's Workforce Development Council aims and Lincolnshire Children's Workforce Strategies.

If the funding awarded has not been claimed within 3 months of the approval, applicants will have to re-apply for the funds and will be subject to any new criteria at the time of application.

Please return completed applications to:

Sue Otter, Birth to Five Service, Lincolnshire County Council, The Old School, Lamb Gardens, St. Giles, Lincoln, LN2 4EG

Should you have any queries regarding this form or eligibility please do not hesitate to contact the Birth to Five Service Workforce Development Team on 01522 587570

Lincolnshire County Council is registered under the Data Protection Act 1998. Data collected will be used specifically for training statistical analysis and only summary information will be released. No personal information will be passed to any agencies or individuals.

Addendum:

GCSE English or equivalent (definition)

"EYPS candidates must have a GCSE grade C or above in English and Mathematics, or a recognised equivalent, to complete one of the EYPS training and assessment Pathways"

"Level 2 key skills in application of number and communication, and certificates in adult literacy and adult numeracy, are not sufficient to meet this requirement. Although they are at the same level of the national qualifications framework (NQF) as GCSE A-C grades, they do not cover the full breadth of knowledge demanded by GCSEs."

"Equivalency Testing" provide equivalent GCSE testing for students who have not reached the standard grade in previous learning institutions.

"If you are unsure about the equivalence of a qualification gained overseas, please contact the National Academic Recognition Information Centre (NARIC) at ECCTIS Ltd, Oriol House, Oriol Road, Cheltenham, Gloucestershire GL50 1XP (Tel: 01242 260010)."

FOR OFFICE USE ONLY

| | |
|------------------|---|
| Total to be paid | £ |
|------------------|---|

| | | |
|---------|--|-------------|
| BACS | | |
| Invoice | | No. |
| Cheque | | Payable to: |

| | |
|---------------|--|
| Prepared by | |
| Authorised by | |
| Vendor number | |
| SAP code | |
| Processed by | |

| | |
|--------------|--|
| 61067 | |
| 61091 | |

Managed Service on behalf of



Every Child Matters *In Lincolnshire*

