

Process for applying for either the level 2 Certificate or level 3 Diploma for the Children & Young Peoples Workforce qualifications

A step by step guide to applying for Local Authority sponsorship

1. Discuss the wish to progress with your professional development with your immediate Line Manager / Supervisor as you will need to have the approval of your employer when seeking funding – check that you meet funding criteria, length of service, hours worked per week etc..
2. Make an appointment with the training provider(s) of your choice, from the preferred provider list, to discuss your training requirements, you are entitled to meet with more than one provider as the style & methods of delivery will vary
 - You will find a separate information sheet with contact details of the Local Authority preferred providers with whom you may be eligible for sponsorship, and the price charged by individual training providers **please note that this varies (subject to meeting application criteria the LA will sponsor a maximum of £600 for a level 2 and £900 for a level 3)*
 - Print off the suggested questions as a guide for you when meeting with your chosen training provider
 - Get the offer of a place and a course start date – subject to funding approval
 - With your training provider - complete the relevant section on your Birth to Five funding application form (*this can be found on the birth to five website www.birthtofive.org.uk in the training / funding forms section*). *If you have chosen to study via Distance Learning you will need to discuss your training requirements over the telephone and get confirmation of your discussions emailed to you – this should provide information such as the cost, how you plan to spend your notional hours and your named assessor. A copy of this email should be attached to your funding application form.*
3. Complete the remainder of the funding application form with your employer - make sure you complete all of the sections as fully as possible as failure to do so risks your application being returned
 - Please remember to submit copies of additional paperwork requested e.g. a copy of your English examination certificate / job description / contract of employment etc... Failure to send in this supporting documentation will result in your application being returned
 - Sign the declaration – you should understand your responsibilities and the funding implications if you fail to complete the course
4. Once all of your paperwork is complete, you should forward it to Sue Otter, Lead Early Years Consultant (Workforce) at the Birth to Five Service, The Old School, Lamb Gardens, St. Giles, Lincoln, LN2 4EG
5. *Your application will be considered, should you be successful you will receive a sponsorship letter that you should take back to your training provider in order that an invoice can be generated.*
 - *Should your application be refused, you will receive a letter providing a full explanation, any appeals should be discussed with the Lead Early Years Consultant (Workforce) in the first instance*
6. A letter of sponsorship agreement will be sent to the candidate (with an additional copy for your employer) it is the responsibility of the candidate to take this letter to both the Manager and the chosen training provider.
7. The training provider will invoice The Birth to Five Service for the amount of the course (up to the maximum amount agreed) any remaining costs should be paid by the candidate at the time of enrolment or by a payment method agreed between the training provider and the candidate.

8. Start your studies, dedicating the time and completing necessary work - **Good Luck!**



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