

2010/11 Care to Learn Application Process – Learning Provider Briefing Note

This briefing note is aimed at Learning Providers and is designed to inform you about the changes the Learner Support Service (LSS) has made to the application process for Care to Learn for the 2010/11 academic year.

What is changing?

Until now, parents have had to secure their learning and childcare places before applying for Care to Learn. In recent months Learning Providers have told us that the complexity of the application process was a major barrier to learner participation on the scheme.

In response to your feedback we are making changes for the 2010/11 academic year so that applicants no longer need to choose their learning or their childcare before they apply.

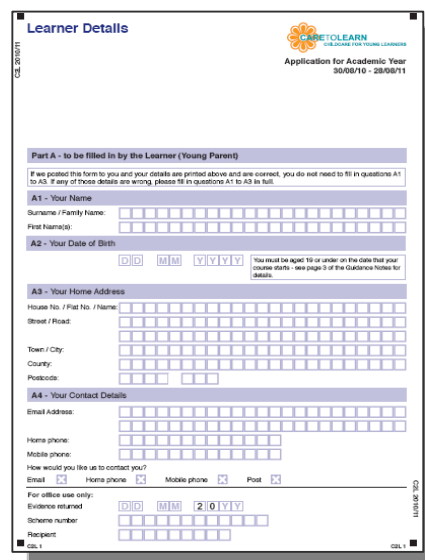
We strongly believe that this is a positive change for everybody involved with Care to Learn. Learners will find it easier to make applications, and Childcare and Learning Providers no longer need to complete any paperwork without first having confirmation that the learner is eligible.

The new process will make it easier for learners to complete and submit their application well in advance of the 28 day backdating period, enabling them to receive support from the start of their course, making it less likely for them to drop out.

How will the new process work?

The parent completes and submits an application form to the LSS. The application form only requires details about the parent and their child(ren).

The parent can also provide details of their intended Childcare Provider(s) and support worker on their application form.



The screenshot shows the 'Learner Details' form for the 'Application for Academic Year 30/08/10 - 28/08/11'. The form is divided into sections for the learner to complete:

- Part A - to be filled in by the Learner (Young Parent)**: Includes instructions and a warning that incorrect details will affect questions A1 to A3.
- A1 - Your Name**: Fields for Surname / Family Name and First Name(s).
- A2 - Your Date of Birth**: Fields for Day, Month, and Year, with a note that the applicant must be aged 16 or older on the date that their course starts.
- A3 - Your Home Address**: Fields for House No. / Flat No. / Name, Street / Road, Town / City, County, and Postcode.
- A4 - Your Contact Details**: Fields for Email Address, Home phone, and Mobile phone. It also includes a section for 'How would you like us to contact you?' with radio buttons for Email, Home phone, Mobile phone, and Post.
- For office use only:** Fields for Evidence returned, Scheme number, and Recipient.

Figure 1: Front page of C2L Application

If the application is assessed by the LSS as eligible, the learner will receive a:

1. 'Notice of Entitlement' (NoE)
2. Childcare Provider Registration Form
3. Learning Provider Registration Form

The learner then takes the registration forms to their Childcare Provider and Learning Provider who must complete their form and return it to the LSS in a prepaid envelope as soon as possible.

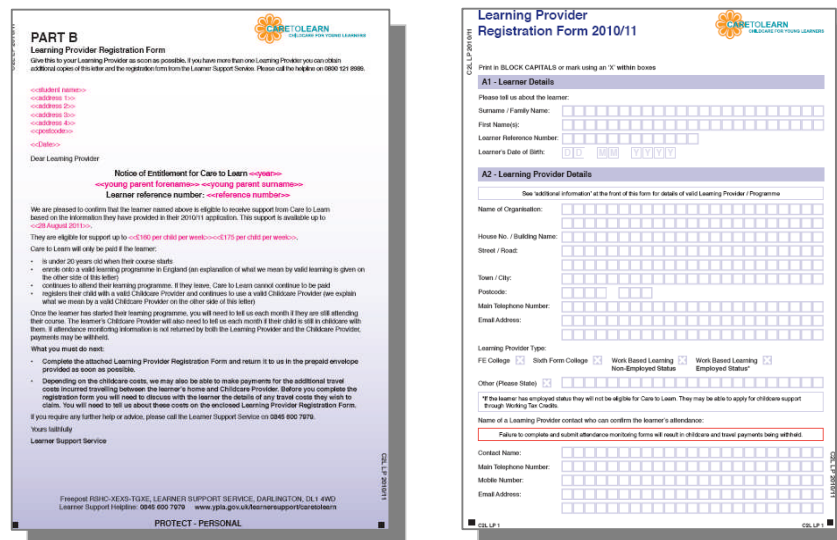


Figure 2: Front cover and first page Learning Provider Registration form

Please note that the learner's application form and both the Learning Provider and Childcare Provider Registration Forms must be returned to the LSS and approved before any payments will be made.

What does this mean for Learning Providers ?

For the first time, Learning Providers will not need to complete any paperwork for learners who may not be eligible for Care to Learn.

You will be given a Learning Provider letter and registration form by the learner, which confirms that they are eligible for support with childcare costs.

You must then complete the Learning Provider Registration Form and return it to the LSS as soon as possible using the prepaid envelope provided. The form will ask you for a number of details, including:

- Course name and level
- Course dates
- Number of hours of learning each week
- Details of the travel costs the learner wishes to claim (if applicable)

Please note that the Learning Provider Registration Form must be returned to the LSS and approved before any childcare payments or travel expense payments can be made.

Delays in returning the Learning Provider Registration Form will delay payments to the Childcare Provider and may result in the learner dropping out of a course or learning programme. Guidance is provided with the registration form to help you to complete the form.

You must complete and return the Learning Provider Registration Form for **each learner** to inform us about their course / learning programme. You will also be required to supply us with evidence of a bank or building society account the first time you register a learner with the LSS for the 2010/11 academic year to enable us to make travel payments to you, if applicable.

Travel costs

You should discuss, with the learner, details of any travel costs they wish to claim. You should enter these details on the registration form and confirm that costs are reasonable, based on your local knowledge.

Verification of the child

You are required to verify the existence of the child(ren), and therefore the learner's eligibility to receive support, by checking the child's birth certificate or proof of child benefit. It's good practice to record (rather than photocopy) the details of documentation used to prove the child's existence.

Ongoing attendance monitoring

Once the learner begins their course you will be required to return monthly attendance monitoring forms to confirm that the learner is meeting the terms of their financial support by participating on your course or learning programme.

You must ensure that you return attendance monitoring forms promptly to enable childcare and travel payments to continue. If attendance monitoring forms are not completed, childcare and travel payments may be withheld.

Where can I get support on the new application process?

There are comprehensive guidance notes accompanying learner's application form and clear instructions are contained within the Learning Provider Registration Form. These instructions are designed to give you step-by-step instructions for completing the form. However, if having read the guidance notes, you are still uncertain about how to complete the form please call the Learner Support helpline on **0845 600 7979** where one of our advisers will be happy to help.

You can also visit our website at www.ypla.gov.uk/learnersupport, where you will find lots of information about all of our schemes, alternatively, you can email us at C2L@yplalearnersupport.co.uk.

To register to receive our Childcare News bulletin or to check the contact details we hold for you, please use our registration form at www.ewagroup.com/ypla/newsletter/registration.