

# Guidance Notes for Care to Learn Year 2010/11

## Helping you fill in the Care to Learn Application Form

**These notes will help you fill in the form to apply for Care to Learn. You should read them before you start filling in the form.**

***NEW FOR 2010/11: We are making it easier for you to apply for Care to Learn. See inside for details.***

### Which part of the form should you fill in?

- Fill in **all** of the questions in Learner Details (Part A) and question B1 in Childcare Details (Part B) if you are the learner.
- Fill in questions B2 and B3 in Childcare Details (Part B) if you know the Childcare Provider you want to use. (It doesn't matter if you don't know this; we can still process your application.)

**Please note Care to Learn payments cannot be made until we have received all the information we need from you, your Learning Provider and your Childcare Provider.**

### Here are some general tips:

- Use **BLACK INK** and write in **BLOCK CAPITALS**
- Write as clearly as you can. If we cannot read the form, we will send it back to you
- Mark boxes clearly, like this: **X**
- When all sections of the form have been completed, check that you have enclosed any evidence we have asked for.

**NEW FOR 2010/11: If your application is accepted we will send you a Notice of Entitlement (NoE) which you must take to to your Learning Provider and Childcare Provider when you make arrangements for your learning and childcare.**

### If you read these notes and still have questions or need more help:

- Call us on **0800 121 8989** between 07:00 and 20:00 Monday to Friday
- Contact your Connexions adviser. If you need help finding a Connexions adviser, contact Connexions Direct on **080 800 13219**

<b>About Care to Learn</b>	<b>3</b>
New for 2010/11	3
Who can claim Care to Learn?	3
How to contact us	5
How to claim Care to Learn	5
How much support is available?	5
Changes of Circumstance	6
Summer Retainers	6
<b>Helping you fill in Learner Details and Your Circumstances (Part A)</b>	<b>7</b>
Question A2: Date of birth	7
Question A5: Equal opportunities monitoring	7
Questions A7-A11: Residency conditions	7
Question A12: Your relationship to the child(ren)	10
Question A13: Support worker details	10
<b>Helping you to fill in Childcare Details (Part B)</b>	<b>11</b>
Question B1: Child's name and date of birth	11
Question B2: Childcare Provider's details (if known)	11
Question B3: Travel between your home and your Childcare Provider(s)	11
Question B4: Privacy Notice and Learner Declaration	12

## New for 2010/11

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We're making it easier for you to apply for Care to Learn:

- You don't need to choose your Learning or your Childcare Provider before you apply. You can apply right now and if you're eligible we will send you a 'Notice of Entitlement' (NoE). We will also send you two registration forms, one for your Childcare Provider and one for your Learning Provider. You **must** take the registration forms to your chosen Childcare Provider and your Learning Provider when you make arrangements for your childcare and your learning. Your NoE confirms that you are eligible for support of up to £160 per week (up to £175 in London) towards your childcare costs. See the 'How to Claim' section on page 5 for more information.
- You can now choose from more Childcare Providers, including those who are voluntary registered.

## Who can claim Care to Learn?

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### Your age

To get help from Care to Learn, you must be under 20 years old on the date your learning starts.

Care to Learn will not stop when you reach your 20th birthday, but will carry on to the end of the specific course or programme of learning\* you start before your 20th birthday.

**If you are 19** and your chosen course lasts for more than one year you must make this clear to your Learning Provider, so that you can get Care to Learn in the second year. You will still need to complete a new application each year that you want to claim Care to Learn.

\* a 'Programme of Learning' describes learning that is not a traditional 'course' for example a Connexions Activity Agreement. It does **not** mean 'a programme of courses' for example GCSE followed by AS level in the same subject.

### Your course

To get help from Care to Learn you must be taking a course that has at least some public funding, for example at a public-funded school or college. Speak to your Learning Provider if you need help with this.

You won't be able to get Care to Learn if your childcare is being funded from another source, e.g. the childcare element of Working Tax Credits or Enterprise Social Fund (ESF) funded programmes of learning, where this includes childcare.

The table below shows which courses you could get Care to Learn for:

Courses eligible for Care to Learn	Courses not eligible for Care to Learn
Non-accredited day sessions and short courses within the community such as First Aid, Healthy Eating, etc.	Privately funded learning e.g. at an independent school or other institution.
School and college courses including Foundation Learning, 14-19 Diplomas, GCSEs, AS and A2s.	Voluntary work that is not a required part of an agreed course or learning programme.
Apprenticeship courses where the apprentice has 'non-employed' status.	Apprenticeship where the apprentice has 'employed' status.
Connexions Activity Agreements available in some areas.	Distance learning and e-learning courses.
Further Education (FE) courses in a Higher Education (HE) institution – this includes Access courses and diplomas.  NB: There are some courses run in HE institutions for which the HE Childcare Grant is not payable. In these instances if the course is FE-funded Care to Learn will be payable. Your Learning Provider will be able to advise you.	HE courses in an HE institution or FE institution - courses leading to a first degree, HND, HNC, Diploma in HE, Foundation Degree or Initial Teacher Training (ITT). Learners on these courses may be eligible for the HE Childcare Grant.
Foundation HE courses where they are followed at an FE institution e.g. BTEC Diploma.  (Foundation Degrees are not eligible for Care to Learn).	

If you are not sure if Care to Learn is payable for your course, speak with your Learning Provider or contact us on **0800 121 8989**.

## Your Childcare Provider

**New for 2010/11:** Care to Learn can now pay for:

- Childcare Provision registered on the Ofsted Early Years Register;
- Childcare Provision registered on the compulsory and/or voluntary part of the Ofsted General Childcare Register;
- Childcare Provision offered by Ofsted registered schools, such as breakfast and after school clubs.

Support for specialist provision on the Care Quality Commission's register may also be granted on a case by case basis if general childcare provision is not suitable for the child.

If you wish to use a Childcare Provider who is related to the child (for example a grandmother or aunt) the Childcare Provider **must** live apart from the child, be registered as above, **and** must be providing childcare services for other children they are not related to.

## Free Early Education Places

Parents of all 3 and 4 year olds, and some 2 year olds, are entitled to up to 15 hours per week of free early education for their child(ren) which should be accessed before applying for funding from Care to Learn.

You may apply for Care to Learn for support to cover any extra hours (over and above your free entitlement) to complete your course. For example, if your child has a free early education place at a nursery for 12.5 hours per week, but you need childcare for 28 hours to attend your learning and complete your course, you can only claim 15.5 hours of childcare from Care to Learn.

For further information about the free early education entitlement contact the Family Information Service on 0800 2346 346 or visit [www.direct.gov.uk](http://www.direct.gov.uk)

## How to contact us

**Our address:** Freepost RSHC-XEXS-TGXE, LEARNER SUPPORT SERVICE, DARLINGTON, DL1 4WD

**Our phone number:** 0800 121 8989

**Our website:** [www.direct.gov.uk/caretolearn](http://www.direct.gov.uk/caretolearn)

**By email:** [C2L@yplalearnersupport.co.uk](mailto:C2L@yplalearnersupport.co.uk)

## How to claim Care to Learn

- You must fill in all the questions in Learner Details (Part A) and question B1 in Childcare Details (Part B) on the form that came with these notes. Fill in the form as honestly and completely as you can.
- If you make a mistake, make sure your changes are clear. **Do not use correcting fluid as this will result in your application being returned.**
- Once the form is complete, make sure you have any evidence you need to complete your application and send this to us with both parts of the form.
- If your application is accepted we will send you a 'Notice of Entitlement' (NoE). We will also send you two registration forms, one for your Childcare Provider and one for your Learning Provider.
- You must take the Childcare Provider registration form to your chosen Childcare Provider(s) when you make arrangements for your childcare. This tells your Childcare Provider that they could get up to £160 per week (up to £175 in London) for looking after your child.
- You must also take the Learning Provider registration form to your chosen Learning Provider. Your Learning Provider will help you agree and arrange any travel payments.
- If your application is rejected we will write to you and tell you why.

If you are eligible, we will backdate childcare payments to the start of your course if we receive your application within **28 days** of your course starting. If we receive your application outside of these 28 days, payments will begin from the Monday of the week the application was received by the Learner Support Service.

## How much support is available?

- Care to Learn will pay up to £160 per child per week (or up to £175 per child per week if you live in London) to cover the costs of childcare and associated travel. A list of the London boroughs is given below: Barking & Dagenham, Barnet, Bexley, Brent, Bromley, Camden, City of London, Croydon, Ealing, Enfield, Greenwich, Hackney, Hammersmith & Fulham, Haringey, Harrow, Havering, Hillingdon, Hounslow, Islington, Kensington & Chelsea, Kingston Upon Thames, Lambeth, Lewisham, Merton, Newham, Redbridge, Richmond Upon Thames, Southwark, Sutton, Tower Hamlets, Waltham Forest, Wandsworth, Westminster.
- Payments for childcare will be made directly to your Childcare Provider.
- You could also receive help towards your travel costs. If you know you will need help with the cost of travelling between your home and your Childcare Provider, you can let us know by answering question B3 on the form. You will need to agree with your Learning Provider how much you need.
- Payments for travel costs will be made direct to your Learning Provider, who will then either pass the money on to you or make arrangements for your travel.

## Changes of Circumstance

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If your circumstances change during your course please call the Learner Support Helpline on **0800 121 8989**. We should be notified where the following circumstances change during your course:

- your personal details
- childcare fees for your existing Childcare Provider
- Childcare Provider details
- additional Childcare Provider
- Learning Provider details
- travel costs between childcare and home have changed, or you wish to claim these for the first time
- name of course / learning programme
- number of hours attending learning / childcare

## Summer Retainers

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If your learning lasts for more than one academic year, we may be able to pay your Childcare Provider a retainer payment to keep your childcare place(s) open over the summer holiday period.

You must apply for the summer retainer **before the start of the summer holiday period** to ensure that payment is made to your Childcare Provider in good time. Please call the Learner Support Helpline on **0800 121 8989**, if this applies to you.

**Any Summer Retainer applications for Summer 2010 received after 1 September 2010 will not be paid.**

**Any Summer Retainer applications for Summer 2011 received after 1 September 2011 will not be paid.**

## Question A2

Your date of birth

**The learner should complete this section**

Fill in your date of birth in numbers, like this example:

2	9	0	5	1	9	9	2
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## Question A5

Equal opportunities monitoring

We have asked some questions so that we can be sure we are reaching all parts of our community. Any information you give us will be completely confidential. You do not have to answer the questions – it will not make any difference to your application.

**Do you consider yourself to have a disability?**

The Disability Discrimination Act 1995 states that a disability is a physical or mental impairment which has a substantial and long-term (that is more than 12 months) adverse effect on a person's ability to do normal daily activities\*. You may still be considered to have a disability if you are not adversely affected at the moment but the impairment is likely to recur.

*\*What are 'normal daily activities'?*

At least one of these areas must be substantially affected:

- mobility
- manual dexterity
- physical co-ordination
- continence
- ability to lift, carry or move everyday objects
- speech, hearing or eyesight
- memory or ability to concentrate, learn or understand
- understanding of the risk of physical danger.

## Question A7

Residency conditions:  
British Citizens

You must live in England to get Care to Learn.

You can get Care to Learn if you are a **British Citizen**.

If you are a **British Citizen** you should answer **YES** to this question and continue on to **question A12** - Your relationship to the child(ren).

If you are not a British Citizen you should answer **NO** and move on to **question A8**.

Question A8

Residency conditions:  
Europeans

You must live in England to get Care to Learn.

You can get Care to Learn if you are a national of one of the following countries within the European Economic Area (EEA):

Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, the Netherlands, Portugal, Spain, Sweden, the United Kingdom (including Gibraltar), Luxembourg, Cyprus, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Bulgaria, Romania, Iceland, Liechtenstein and Norway.

Children of Swiss Nationals and children of Turkish migrant workers are also eligible.

If you are a national of one of the countries listed above, you should answer **YES** to this question and continue on to **question A12** - Your relationship to the child(ren).

If you are a national of a country other than the UK and Northern Ireland, that is not on the above list, you must answer **NO** to this question and continue on to question **A9**.

Question A9

Residency conditions:  
Countries outside the UK and Europe

You must live in England to get Care to Learn.

**You should ONLY answer this question if you have answered NO to both questions A7 and A8.**

By answering **NO** to questions A7 and A8 you are confirming that **you are** a migrant from a country that is outside the EEA. You should mark only **one** of the boxes on the application form to tell us which immigration status, from the list below, applies to you.

If you are unsure, please contact us on **0800 121 8989**.

1. Asylum Seeker
2. Refugee status
3. Humanitarian Protection
4. Discretionary leave
5. Indefinite leave to remain
6. Indefinite Leave to Enter
7. Limited leave to remain
8. Limited Leave to Enter
9. Leave Outside The Rules

**If your immigration status is something other than those listed at 1 to 9 above then you cannot get Care to Learn.**

**How do I know which immigration status I have?**

From 25 November 2008 foreign nationals granted leave to remain in the UK as a student, on the basis of marriage or civil partnership or unmarried couples, and dependants of those couples, were issued with an ID card for foreign nationals. An example of the card is shown below. This shows what immigration status you have.

- If you were granted leave to remain in any other category, or prior to November 2008, you will have a sticker in your passport that shows your immigration status



- If you are an **asylum seeker**, or have made a claim for immigration under Article 3 of the European Convention on Human Rights, you will have an Application Registration Card (ARC) and/or a Standard Acknowledgement Letter (SAL) from the UK Border Agency (UKBA). If you are a dependant of an asylum applicant you will have been given your own card and/ or letter. The card and letter show your immigration status
- If your immigration status is Leave Outside The Rules, you will have had a letter about this which you will have been told to keep as evidence of your status.

**Please note:** You do **not** have to submit your residency documents to us with your application. We may carry out checks with the UKBA to confirm your residency status. Where there are any issues, you may be asked to submit evidence of your residency status as detailed above before any payment is made.

### Question A10

Residency conditions:  
Asylum Seekers 1

If you are an asylum seeker **under the age of 18** at the start of your course, you **are** eligible to receive Care to Learn and you should answer **NO** to this question and continue on to **question A12** (Your relationship to the child(ren)).

If you are an asylum seeker **aged 18 or over** at the start of your course you should answer **YES** to this question and go to **question A11**.

### Question A11

Residency conditions:  
Asylum Seekers 2

**You should ONLY answer this question if you are an asylum seeker and you answered YES to question A10.**

Care Leavers are:

- young people aged 13-21 who have been looked after for 13 weeks or more since the age of 14, or
- young people who cease to be looked after or accommodated.

If you state that you are a Care Leaver, you must send us an original letter from your Local Authority that shows your address and confirms that you are a Care Leaver.

**If you are an asylum seeker aged 18 or over at the start of your course and are not a Care Leaver, you are not eligible to receive Care to Learn.**

## Question A12

## Your relationship to the child(ren)

You can claim Care to Learn either as the child's mother or father, as long as:

- the other parent is unable to provide childcare
- the other parent is not claiming Childcare Tax Credit.

You must be the main carer of the child. The main carer of a child is the person who receives the child benefit payments.

## Question A13

## Support Worker Details

You may have a support worker who is helping you with your application for Care to Learn and / or finding childcare and learning to suit you. For example a Connexions PA, teenage pregnancy adviser or support worker, or other adviser.

If you complete their details in this section we will send them a copy of each letter we send you to keep them informed of the progress of your application.

We may also contact them directly to help with any queries about your application.

If your support worker is helping you to complete the form, you should make sure they see these Guidance Notes.

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## Part B

## Childcare Details

**The learner should complete this section. You only need to answer questions B2 and B3 if you have already chosen a Childcare Provider.**

## Question B1

## Child(ren)'s Details

Details must be given of each child for whom Care to Learn is being claimed. Fill in their date of birth, or date baby is due, in numbers, like this example:

**2 5      0 9      2 0 0 9**

If your child's name is not yet known because the baby is not yet born please write 'unknown' in the child's name section.

## Question B2

## Details of Childcare Provider (if known)

You only need to complete this question if you know the Childcare Provider you want to use - a specific childminder near your home, for example.

If you are using more than one Childcare Provider this section should show details of the main Childcare Provider first and any others in the 'Childcare Provider 2' and 'Childcare Provider 3' sections.

If you have not yet chosen your childcare, don't worry. We will process your application and if you are eligible we will send you a 'Notice of Entitlement' (NoE) and a Childcare Provider registration form. You will need to take the Childcare Provider registration form to your Childcare Provider when you arrange your childcare with them. This tells them that they could get up to £160 per week (up to £175 in London) for looking after your child.

If you need help choosing your childcare, speak with your Connexions adviser or ring the Family Information Service on 0800 2346 346 or visit [www.direct.gov.uk](http://www.direct.gov.uk)

## Question B3

## Travel between your home and your Childcare Provider

Only complete this question if you have already chosen your Childcare Provider.

Payment can be made to help you with the cost of travel between your home and your Childcare Provider. The total of the childcare costs and travel costs must not be more than the weekly maximum allowed for Care to Learn, £160 per child per week (or up to £175 per child per week in London).

If you need help with the cost of travel let us know by filling in this question. You will need to agree with your Learning Provider how much you need. You will only be able to claim for **additional** travel costs that are necessary to take your child(ren) to and from childcare.

For example, if your normal travel cost from home to college is £4 per week and you have to pay a total of £10 per week to take your child to and from childcare and home, you should claim £6 per week from Care to Learn.

Payments for travel costs will be made direct to your Learning Provider who will then either pass the money on to you or arrange the travel for you.

## Question B4

Privacy Notice and  
Learner Declaration**Box A**

The Young People's Learning Agency (YPLA) would like to find out what you think about the education or training that you receive. They may wish to contact you about taking part in surveys and research. If you do not mark this box, you are saying that you are happy to be contacted. If you mark this box, we will not contact you.

**Box B**

This box tells us whether the YPLA can contact you about courses or learning opportunities that may be of interest to you. If you do not mark this box, you are saying that you are happy to be contacted. If you mark this box, we will not contact you.

We will never pass any personal information to other organisations for marketing or sales purposes.

**Read the Declaration very carefully**

You are not required to sign and date your application, but by submitting it you are telling us that:

- You have read and understood these Guidance Notes
- You have read and understood the Privacy Notice and
- You have read and agreed to each of the bullet pointed statements set out in the Declaration.

If your application is successful, you are also agreeing to the rules of the Care to Learn scheme.

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