

This guide is to help you support learners who are applying for childcare support from Care to Learn

The process has changed for 2010/11 to make it easier for learners to apply.



Criteria Summary

The full criteria for 2010/11 are available online at: <http://caretolearn.ypla.gov.uk>, however this summary should give you an overview.

Childcare Provider

To receive support from Care to Learn the learner must use a Childcare Provider that is Ofsted registered and prepared to submit attendance monitoring forms.

Learners must:

- Be aged under 20 on the date learning starts.
- Be the parent or main carer of the child(ren).
- Live and study in England.
- Be a UK resident living in England (or see guidance).

Courses must:

- Include public funding (part publicly funded courses are included).

Application Process

Learner Application Form

The new application form is simpler as the learner is only required to complete their own details. They no longer have to enter details of their Learning Provider or Childcare Provider at this stage.

The most common mistakes learners make when completing the application form are:

- Failing to complete mandatory questions.
- Not meeting residency criteria.

Notice of Entitlement

The Notice of Entitlement confirms that a learner is eligible - and details what provision they are eligible for. The learner can now finalise their choice of course and childcare.

Childcare Provider Registration Form

The Childcare Provider must complete the registration form with their contact details, bank details, Ofsted registration number or school URN and the details of the childcare to be provided (i.e. hours and costs) and return to the Learner Support Service (LSS).

Learning Provider Registration Form

The Learning Provider must complete the registration form and return to the Learner Support Service (LSS). Before completion they must check that the course is eligible, and verify the existence of the child(ren). They must also specify the attendance requirements and calculate travel costs with the learner when the childcare location is known.

Payment Plan

Both the Learning Provider and Childcare Provider must complete and return their registration forms before any payments can be received.

Once submitted the LSS will assess the LP and CP registration forms. If assessed as being valid provision a payment plan will be issued to the learner and Childcare Provider.

Course Attendance

During the course, both Learning Provider and Childcare Provider must complete and return attendance monitoring forms to the LSS.

FAQs & Exceptions

Why has the process changed?

Feedback from stakeholders suggested that the old application form was too complicated for the learner. The new application form only requires learners to complete their details, allowing them to choose their Childcare Provider and Learning Provider after submitting their form when they know that they are eligible.

When do payments start?

When the learner has been assessed as eligible and both the Learning and Childcare Providers have returned their registration forms showing the provision is valid. When this process is complete a Payment Plan is issued to the learner and the Childcare Provider. This details the amounts payable and payment dates.

What if a learner's circumstances change, they want to change their course or they want to change their Childcare Provider?

For all of these cases learners should ring the Learner Support Helpline: 0800 121 8989 and outline the changes they want to make. The LSS will send out the appropriate form(s) for the change required.

How do I get an application form?

Providers and other key partners can order a small supply of application forms by contacting Prolog on 0845 602 2260 and quoting the reference number YPLA-P-100005.

Need Further Information?

Help for Learners

Website: www.direct.gov.uk/caretolearn
Learner Helpline: 0800 121 8989

Help for Learning Providers, Childcare Providers and other key partners

Website: <http://caretolearn.ypla.gov.uk>
Helpline: 0845 600 7979
Guidance for Providers: available to download from www.ypla.gov.uk/learnersupport

