

## **Interim Criteria for Funding Towards Professional Qualifications applicable between 1<sup>st</sup> April 2012 & 31<sup>st</sup> March 2013**

*Please note due to details currently not yet finalised with our partner agencies, this is an interim criteria which we will update as soon as possible.*

Please always check the latest funding information on the [www.leics.gov.uk/eyfunding](http://www.leics.gov.uk/eyfunding) website, as changes may occur during the financial year. Funding cannot be guaranteed. No commitment can be given for levels of funding after 31<sup>st</sup> March 2013.

### **Criteria for Selecting Grant Applications for Approval**

Applications are only applicable to those employed, self employed or a regular volunteer within a registered private, voluntary, independent childcare setting, or as a childminder in Leicestershire.

Provisions registered to provide childcare under extended school legislation managed by the governing body but legally independent are eligible to apply for funding. Staff employed within a local authority maintained school (e.g. reception classes) or other local authority funded or managed provision are not normally eligible to this source of funding as the priority for this funding is the private, voluntary and independent sector.

Qualifications eligible for funding will have been defined by the Children's Workforce Development Council meeting the requirements of the Early Years Foundation Stage framework on their list at <http://qualificationslist.cwdcouncil.org.uk> or will have been specifically designated by the local authority to satisfy further requirements, such as working with older children or specific leadership and management courses.

The new level 2 Certificate and level 3 Diploma for the Children and Young People's Workforce has replaced most qualifications other than playwork at level 2, 3 and 4 on the above CWDC list.

### **Availability through the Early Intervention Grant toward:-**

- **Level 2** Qualifications are not currently funded by ourselves. Funding may be available via the Apprenticeship scheme or other sources which the training providers will be able to advise upon.
- **'Setting up a home based childcare business'** is a requirement within 6 months of newly registering childminders and will be funded to a maximum of £200. Evidence of an Ofsted registration and at least a level 2 adult literacy qualification in English will need to be submitted with the application. Completion of this course carries 4 points toward the full level 3 Diploma for the Children and Young People's Workforce, to which the £500 funding below can be applied for separately.
- **Level 3** The maximum level of funding for course fees for the Diploma for the Children and Young People's Workforce and other relevant level 3 Diplomas such as the Diploma in playwork is £600 per course for practitioners working or volunteering in a single registered setting for a minimum of 15 hours, having been in a childcare post for at least 6 months. Applicants will already hold a GCSE (A-C) or equivalent in English or an Adult Literacy level 2 qualification. Applicants will need to submit a job description and evidence of literacy qualification with their application.

- Advanced Apprenticeship for the Children and Young People's Workforce is also funded up to a maximum of £600 per course for practitioners working or volunteering in one or more registered settings for a minimum of 16 hours. This course includes core qualifications at Level 3, plus additional qualifications such as Functional Skills, in English, Math and ICT for applicants who do not already hold a Level 2 in this area. Applicants will need to submit a job description with their application.
  - Priority will be given to settings without statutory level 3 leaders/supervisors, then to settings in deprived areas, then to settings with less than 50% of the workforce at level 3, and lastly to meet setting and individual aspirations.
  - **Only 2 people from a setting can be supported to undertake a Level 3 qualification at any one time.**
- **Level 4 and 5 Leadership & Management** The maximum level of funding for course fees is £800 for a level 5 and £600 for a level 4 course. These must be delivered by approved trainers in prior agreement with the Workforce Development Team such as ILM or CIM courses, designed from an early year's perspective. Applicants will hold a permanent senior leadership or management role of at least 16 hours (12 hours in a sessional setting open less than 30hours) enabling the setting to improve its management skills where EYPS may not be necessary or relevant.
  - Priority will be given to small sessional settings without staff working toward EYP status or larger settings where the manager leading the business management is different to the manager leading EYFS, i.e. owner managers to which EYP status is not appropriate to their managerial job role.
  - **Only 1 person from a setting can be supported to undertake this qualification at any one time.**
  - Funding availability is very limited for this category.
- **Level 5 Early Years Foundation Degree** The maximum level of funding for course fees is £3,500 per academic year for senior practitioners in settings or childminders leading delivery of the EYFS and committed to gaining Early Years Professional Status through entry onto an Early Years Professional (EYP) pathway within 2 years of completing the FdA. Applicants will need to provide evidence of GCSE English and Maths at A\*-C or via [www.equivalencytesting.com](http://www.equivalencytesting.com). Applicants will already hold at least a relevant level 3 and have at least 2 years early years experience. Applicants will be working at least 16 hours in their main place of work, and the qualification will meet the specific pathway entry requirements to Early Years Professional Status.
  - Priority will be given to 'full daycare' settings without any staff progressing toward EYP status and settings in deprived areas.
  - Funding is only committed for one financial year, and continuation is subject to budget availability and to satisfactory completion of each academic year or unit.
  - **Only 2 people from a setting can be supported to undertake either this qualification or the Level 5 Advanced Practice at any one time.**

## Further Supporting Criteria for all Course Funding

- a. Applications for courses need to clearly demonstrate the applicant's job role, evidenced by a **job description**, and significant benefits to themselves and their setting resulting from the training. Funding is not available to support progression into a maintained school setting.
- b. Funding is only granted to individuals within the PVI sector holding a contract of employment or registered as a childminder. The applicant is obliged to complete their course by the end date given on the application form except in exceptional circumstances. In the event that your completion date or employment circumstances change you must notify us immediately and be aware that a portion or all of the funding may be deferred or withdrawn. Failure to complete the course or additional costs to re-sit or resubmit pieces of work will have to be met by the applicant.
- c. Bursaries are available for those on the level 5 qualifications (excluding Leadership and Management). The bursary payments will not include a supply cover payment and are to a maximum of £150 payable to the candidate per year. The bursary may be used to pay for stationary and materials to support study, such as books, a lap top, ink and paper. It may also be used for travel expenses such as parking and petrol.
- d. Funding can only be guaranteed where the training is being undertaken through an external training provider approved by the local authority.
- e. All applications must be from individuals, supported by the applicant's workplace manager, except for childminders. Training organisations cannot apply on behalf of students, but must advise students to apply for funding individually.
- f. Funding applications can only be accepted from individuals requesting to use a Training Provider who has signed and returned to Leicestershire County Council the 'Agreement with Professional Development Training Provider'. Agreements can be sent out to Training Providers at any time, allowing applicants to use their chosen training provider.
- g. Please note that once the course has been completed, you, your training provider or setting have one month in which to make any outstanding claims. Claims received after this period will be invalid.
- h. Training Providers will be asked to complete a 'monitoring return' to track student's retention, progress and achievement on the courses against which they are being funded on a termly basis.
- i. The Early Learning and Childcare Service will ask colleges / training organisations to invoice them directly for training course fees.
- j. These criteria and levels of funding are applicable to new applications and course continuations commencing after 1<sup>st</sup> April 2012.
- k. This review of these criteria took place for the period from 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013. However in-year reviews may need to be considered based upon any changes of funding available and priority revisions resulting from further Government guidelines, and Leicestershire County Council Children's Workforce Strategies.
- l. Funding is only valid in the financial year it has been awarded in. If the funding awarded has not been claimed within 3 months of the stated course start date, applicants will have to re-apply for the funds and will be subject to any new criteria at the time of application.
- m. If the criteria changes during your academic course year commitments already made in response to your application will be honoured.

- n. Applications made from individuals working or volunteering at settings for which a Workforce Audit has not been returned, will not be processed until the audit has been completed and received by the Workforce Development Team.
- o. Applications will only be accepted fully complete and signed, on current in date forms available from the Workforce Development Team.

For further guidance and more detail upon criteria contact the Workforce Development Team on 0116 305 6555.

Or :- [www.leics.gov.uk/eyfunding](http://www.leics.gov.uk/eyfunding)

Further information can be found in the ' Information for Providers' area of [www.Leics.gov.uk/earlylearning](http://www.Leics.gov.uk/earlylearning)