

# ***Section 1***

## ***Funding***

# Funding

Please make sure you apply for funding before enrolling on any course.

## Who can access SSSP funding?

Funding to assist with the cost of training detailed in this Plan is available to anyone working, volunteer working or considering a career working in childminding, early years education, childcare and playwork and the Early Years Foundation Stage in schools within the Borough of Swindon. You must check your eligibility for other funding streams prior to applying for SSSP funding.

### People eligible for SSSP qualification funding:

- Nursery Nurse/assistant who works in a maintained nursery
- Teaching Assistant who works in the childcare element of a school e.g. in the out of school club/holiday playscheme
- Pre-school or playgroup worker
- Full daycare worker
- Out of School or Holiday Playscheme worker
- Crèche worker
- Childminder
- Children's Centre Staff
- Home childcarers (Nannies on the Voluntary Childcare Register)
- Volunteers & Supply Staff (up to Level 3 only) who work an average of at least 5 hours per week for 38 weeks per year in an appropriate setting

### People not eligible for SSSP qualification funding:

- Teaching Assistants (except as above)
- Volunteers/supply staff working less than 5 hours per week in any type of setting
- Reception/Infant Class workers
- Early Years Foundation Stage workers in schools (except nursery nurses/nursery assistants in maintained nurseries)

### If you are not eligible for SSSP funding you may be able to access funding through:

National Apprenticeship Service

Melvin Packham

Employer Services Manager

M: 07786 110855

Email: [melvin.packham@apprenticeships.gov.uk](mailto:melvin.packham@apprenticeships.gov.uk)

<http://www.apprenticeships.org.uk/>

Alternatively you could approach your employer for help with your course costs or your training provider may know of other funding that is available to you.

## **How do I apply for SSSP Funding?**

Please read the relevant information on funding and qualifications for the qualification level you are planning to undertake. You must check your eligibility for other funding streams prior to applying for SSSP funding.

SSSP application forms to apply for funding and to book onto courses are available to download from the training pages of [www.earlyyearschildcare.org](http://www.earlyyearschildcare.org) or by telephoning the Training Helpline on 0845 602 3209.

The Swindon Sure Start Partnership will confirm to you how much funding you have been awarded and any terms and conditions that you are required to agree to in order to receive the funding.

All funding is at the discretion of the Swindon Sure Start Partnership. We strongly advise you to apply for funding before enrolling on any course, as funding cannot be guaranteed.

## **Valid qualifications**

Please note SSSP will only be offering funding towards qualifications that have been mapped as 'valid' in the Qualification List for those delivering the Early Years Foundation Stage <http://www.cwdcouncil.org.uk/qualifications-list>

## **Important Information**

- **Swindon Sure Start Partnership will reclaim any funding from students who withdraw from their course.**
- **From April 2011 the return of both information and workforce audits will be a condition for all Swindon Sure Start Partnership grants and training funding. In cases where audits are missing funding will be withheld until they have been received.**
- **Settings that owe SSSP money for short courses, late cancellations or non-attendance will be unable to book onto future training courses and qualify for discounted course fees until their debt is cleared. Please note that outstanding debts will now be deducted from any training funding or support payments being claimed by the debtor from SSSP**

# Apprenticeship Funding: level 2 & 3

Funding is available through the National Apprenticeship Service for both the Level 2 Certificate and Level 3 Diploma for the Children and Young People's Workforce. This funding is open to any eligible person aged 16 and over, but may vary according to the age and prior qualifications of the candidate.

**There is no need to change an employee's contract or job title in order for them to have funding via the Apprenticeship Scheme. The Apprenticeship Funding covers the cost of the training for a 16-18 year old apprentice, and makes a contribution towards the training cost for apprentices aged 19 or over, but does not include any funding towards their salary.**

The Apprenticeship Scheme has been designed to provide opportunities for people to develop a mix of practical and technical skills which support roles in their area of work. There are no set entry requirements for the programme however it is a requirement to complete an initial assessment in English and Maths.

There are a number of elements to each Apprenticeship and this is known as the framework:

- Competence based element (QCF Level 2 or 3)
- Knowledge based element (Technical Certificate) Level 2 or 3
- Skills element (Functional/Key Skills in Maths & English) Level 1 or 2
- Employers Rights & Responsibilities Workbook

This means that as well as gaining two Level 2/3 qualifications successful candidates would also gain qualifications in a number of key 'Functional Skills'.

If you require any further information on Apprenticeship Funding and the Apprenticeship Programme please contact:

National Apprenticeship Service

Melvin Packham

Employer Services Manager

M: 07786 110855

Email: [melvin.packham@apprenticeships.gov.uk](mailto:melvin.packham@apprenticeships.gov.uk)

Website: <http://www.apprenticeships.org.uk/>

# SSSP Funding for level 2 & 3

For full details on SSSP funded units, approved SSSP training providers, SSSP funding and training provider costs please download the relevant level SSSP Funding Guide and SSSP Funding Application available from the Training Section of the SSSP website

[http://www.earlyyearschildcare.org/eyr-nav-courses-3/training\\_application\\_and\\_funding\\_forms.htm](http://www.earlyyearschildcare.org/eyr-nav-courses-3/training_application_and_funding_forms.htm)

- **Important:** If a practitioner qualifies for Apprenticeship funding but decides not to access this route of training the maximum SSSP funding would be the same as the SSSP contribution awarded to Apprenticeship funded candidates.
- Under new funding criteria the majority of practitioners should qualify for apprenticeship funding or other funding streams available through the training providers – please speak to the training providers to check your eligibility.
- If the student is aged 16 - 18 years old they should receive 100% of the cost of the training through the Apprenticeship route.
- Costs and funding amounts subject to change throughout the year.
- Practitioners must make arrangements to pay any shortfall in their funding direct to their Training Provider.
- SSSP Completion time: 18 months (check with your training provider for apprenticeship timescales).
- Details of practitioners that are eligible for SSSP qualification funding are listed on page b.2.

## Important Information

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# Student Finance England Grants for Higher Education

**Prior to applying for SSSP funding you must apply to Student Finance England for grants you may be entitled to.**

The information below is taken from the Student Finance website please check the website for current information

[http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/Applyingfortheirsttime/DG\\_171557](http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/Applyingfortheirsttime/DG_171557)

Grants are available to help you with living and study costs. You don't pay grants back. Full-time students can apply for a Maintenance Grant or Special Support Grant. Part-time students can apply for a Fee Grant and a Course Grant.

## **Full-time student grants**

### **Maintenance Grants**

A Maintenance Grant is available if your household income is £50,020 or less in 2010/11 and 2011/12.

The maximum Maintenance Grant available is:

£2,906 for 2011/12

You'll get the maximum Maintenance Grant if your household income is under £25,000. You'll get less than the maximum if your household income is between £25,000-£50,020.

### **Special Support Grants**

If you get or qualify for Income Support or Housing Benefit you may get the Special Support Grant instead of the Maintenance Grant. The amount you can get through the Special Support Grant is the same as that available through the Maintenance Grant.

You are likely to qualify for the Special Support Grant if:

- you're a single parent
- your partner is also a student
- you have certain disabilities

If you get the Special Support Grant, it won't affect how much you can get through the Maintenance Loan. It will also not be counted as income when working out if you're entitled to income-related benefits or tax credits.

## **What help is available for full-time students with children**

If you are a full-time student with children you may qualify for extra financial help on top of the standard student finance package. Depending on your circumstances, you may be able to get:

- the Childcare Grant (to help with childcare costs)
- the Parents' Learning Allowance (to help towards learning costs)
- help through the Access to Learning Fund (if you're in financial difficulty)

These forms of financial help don't have to be paid back.

### **Childcare Grant**

The Childcare Grant could cover as much as 85 per cent of your childcare costs during term time and holidays. If you're eligible, the amount you may get will depend on:

- your household income
- the cost of your childcare
- the number of children you have

This could be up to £148.75 per week if you have one child, or £255 per week if you have two or more children.

You can apply for the Childcare Grant by completing a Childcare Grant application form (CCG1). If you state on your student finance application that you want to apply for a Childcare Grant you'll be sent a copy.

### **Parents' Learning Allowance**

The Parents' Learning Allowance helps towards your course costs, such as books, materials and travel. You could get between £50 and £1,508 for 2010/11 and 2011/12 depending on your household income.

You can apply for the Parents' Learning Allowance when you apply for student finance.

### **Access to Learning Fund**

The Access to Learning Fund can provide support for students on lower incomes who run into financial difficulty. Universities and colleges decide how to distribute payments, but students with children - and especially lone parents - are a priority for the fund.

### **Adult Dependants' Grant**

The Adult Dependants' Grant could provide extra help if you are a full-time higher education student with an adult who depends on you financially.

The amount you can get depends on your income and the income of your dependants. The maximum for 2010/11 and 2011/12 is £2,642.

You don't have to repay this help. You'll need to complete the relevant sections on your main student finance application - the one you use to apply for student loans and grants.

### **Bursaries and scholarships through your university or college**

Bursaries and scholarships offer extra funding that you don't have to pay back.

Check with your university or college how you can apply for a bursary or scholarship.

Most universities and colleges let Student Finance England manage their bursaries or scholarships on their behalf. If this is the case, you won't need to make a separate application for a bursary or scholarship to your university or college. Instead, Student Finance England will assess you for bursaries and scholarships when you apply for student finance.

## **Part-time student grants**

### **Fee Grants and Course Grants**

If you're studying on a part-time course and your household income is below £27,506, you may be able to get:

- a Fee Grant to help with the cost of your tuition fees
- a Course Grant to help with other study costs, such as books, materials and travel

The maximum combined Fee Grant and Course Grant is £1,495 for 2011/12. Before you apply, it's worth checking that you're eligible for the Fee Grant and Course Grant.

For information on eligibility and to get an idea of how much you could get see 'Working out what Fee Grant and Course Grant' on the Student Finance England website

Part time course fees may not be awarded until you have commenced your qualification in September.

# SSSP Funding for Higher Education

**Prior to applying for SSSP funding you must apply to Student Finance England for grants that you may be entitled to.**

There are a number of (non-repayable) grants & bursaries available to you – more details on pages b.6 – b.8

SSSP will only consider HE applications once grants have been applied for. If you are not eligible for relevant Grants (\*see page b.10) evidence of this must be provided.

To be eligible for SSSP HE funding you must:

- Work in an eligible childcare setting (Childminders, Children's Centres, Day Nurseries, Pre-schools) - we are currently unable to fund playwork settings for Higher Education.
- Apply for Student Finance England Grants that you are entitled to or provide evidence that you are not eligible.
- Level 5 (EYFD) will only be funded by SSSP if the candidate is committed to gaining EYPS and must start their BA or EYPS pathway within 12 months of completion of their EYFD.
- Level 6 (BA) will only be funded by SSSP if the candidate is committed to gaining EYPS and must start their EYPS pathway within 6 months of completion of their BA.
- Agree to the Conditions detailed on the SSSP HE Funding Guide

SSSP will consider topping up your grant funding so that your contribution is no more than 10% of the course fees.

If you are not eligible for grant funding SSSP will consider funding 90% of the course fees.

Upon successful completion of the Early Years Foundation Degree or BA the student may reclaim the 10% contribution back from SSSP. You must confirm who is paying the 10% contribution (student or setting).

**Applications are for the current year only. You will need to re-apply next year. Funding support for future years cannot be guaranteed.**

## **IMPORTANT INFORMATION**

To be considered for SSSP HE funding in the first round of funding please return your SSSP HE Funding Application Form and copy of your Student Finance Notification Letter by: **20<sup>th</sup> June 2011.**

The second funding round will be **11<sup>th</sup> July 2011.**

If you have applied for Student Finance and there is delay with your application please e-mail [ntopp@swindon.gov.uk](mailto:ntopp@swindon.gov.uk)

**Funding is limited, in the event of a large number of applications we may need to allocate funding to meet local priorities.**

We will endeavour to inform you if you have qualified for funding by 4<sup>th</sup> July 2011 for the first funding round and 25<sup>th</sup> July for the second funding round. Applications received after 11<sup>th</sup> July will be considered on a first come first served basis after the second funding round.

**What to do next...**

- Visit the Student Finance England website **immediately** to apply for your Grant or call Student Finance England on 0845 300 50 90.
- Student Finance Applications take approximately **4- 6 weeks** providing the application is fully completed and the correct evidence is sent.
- Upon receipt of your Notification Letter from Student Finance please return your fully completed SSSP HE Funding Application Form with a photocopy of your Notification Letter.
- Part time course fees **may** not be awarded until you have commenced your qualification in September. Please forward you SSSP application before the funding round dates if possible and indicate on the form if you are eligible for the fee grant – initially we will confirm if you are eligible for SSSP funding and then confirm the amount after you have sent us your award notification.

**\* Grants to be included in calculation:**

Maintenance Grant  
 Special Support Grant  
 Part time Fee grants

**Grants to be disregarded from calculation:**

Childcare Grant  
 Parent Learning Allowance  
 Adult Dependents Grant  
 Access to Learning Grant  
 Part time Course Grants  
 Bursaries

<p><b>Example 1:</b></p> <p>Full time fees: £3375                      Maintenance Grant awarded: £2906                      Childcare Grant awarded: £800                      Your SSSP funding would be: £131.50                      Your fee contribution would be: £337.50</p>	<p><b>Example 4:</b></p> <p>Part time fees: £900                      Part time Fees Grant: £300                      Your SSSP funding would be: £510                      Your fee contribution would be: £90</p>
<p><b>Example 2:</b></p> <p>Full time fees: £3375                      Not eligible for any grants: £0                      Your SSSP funding would be: £3037.50                      Your fee contribution would be: £337.50</p>	<p><b>Example 5:</b></p> <p>Part time fees: £900                      Not eligible for any grants: £0                      Your SSSP funding would be: £810                      Your fee contribution would be: £90</p>
<p><b>Example 3:</b></p> <p>Full time fees: £2900                      Maintenance Grant: £1906                      Your SSSP funding would be: £704.00                      Your fee contribution would be: £290.00</p>	

**Your 10% fee contribution may be reclaimed upon successful completion of the full qualification.**

# Other Funding from SSSP

## **Funding for Supply Cover:**

Funding at £15 for a half day or £30 for a full day (up to Level 3) or £20 for half a day or £40 for a full day (Level 4 and higher) may be available for all taught qualification courses if a member of staff has to be replaced whilst attending a place of learning.

**How to apply:** Please download an application form from the training pages of [www.earlyyearschildcare.org](http://www.earlyyearschildcare.org) or call 0845 602 3209.

## **Funding for Childcare Costs:**

Funding support may be available towards childcare costs if childcare is a barrier preventing a student/practitioner from attending training.

If you are applying for childcare costs whilst attending a Higher Education course you must apply for the Childcare Grant from Student Finance England in the first instance, evidence of grant received or evidence that you are not eligible must be provided with your SSSP childcare costs application – see Higher Education Funding for more information on Childcare Grant.

**How to apply:** Please download an application form from the training pages of [www.earlyyearschildcare.org](http://www.earlyyearschildcare.org) or call 0845 602 3209.

## **Funding for Short Courses:**

Full details of the cost to you and dates of each course are given in the Short Course Timetable.

This year from 1st April 2011 to 31st March 2012 we continue to offer Short courses at a subsidised cost. We hope that by offering this subsidy it will encourage more people to attend our training helping practitioners and their settings to meet training requirements as laid down in the Early Years Foundation Stage.

## **Important Information**

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