

**If you are not a childminder or volunteer please read the alternative Level 3 funding guide available on the SSSP website.**

**Application deadline for SSSP funding is 21st November 2011; Qualification must be started before March 2012.**

Please ensure that you are using the most recent SSSP funding guide and application form from the SSSP website. Read this guide prior to completing the SSSP Funding Application Form.

This document has been designed as a guide for those who wish to enrol on the Diploma and apply to SSSP for funding, please note some information below is relevant only when applying for SSSP funding. Further information on funding eligibility can be found later in this guide.

**The Level 3 Diploma consists of:**

- 4 x Skills for care and development shared core units
- 7 x Children and Young People's Mandatory Core Units
- 5 x Mandatory Pathway Units (There are 3 pathways available: Early Learning and Childcare, Social Care and Learning and Development – SSSP will ONLY fund the Early years pathway as detailed overleaf)

The above 16 Units add up to 49 Credits. To achieve a Level 3 Diploma you will need to complete 65 Credits. The outstanding 16 Credits are made up with Optional Units. SSSP has selected the optional units we feel are most relevant to the needs of Swindon and we will ONLY fund these units. A list of the units we will fund can be found overleaf.

**Please note:**

Not all of the SSSP approved Training Providers offer all the optional units listed overleaf. To avoid disappointment please check that your chosen Training Provider offers the units you are interested in. This information can be found on the Funding Application form or you may wish to contact the Training Providers for any updates.

If you decide to enrol on optional units that are not on the SSSP selected unit list then money will be deducted from your funding award. Further details can be found in the SSSP Funding amounts section.

Your optional unit choices may not add up exactly to the 16 extra credits required to achieve the Diploma. If you are just over the 16-credit limit as a result of the combination of units you have chosen SSSP will still consider offering you funding. However, SSSP will not fund surplus units.

When filling in your funding application form you will be required to indicate the units you wish to complete. If you change your mind at any point and choose to study a different SSSP selected unit or a non-SSSP selected unit than you originally indicated you will be obligated to inform SSSP immediately.

**Unit combinations**

Due to similarities in content certain unit combinations of the SSSP selected optional units are barred. Details below: (please note, it is not compulsory for you to study any of them)

You can EITHER enrol on unit 7 OR 30

You can EITHER enrol on unit 6 OR unit 22 OR unit 23.

To avoid delays in processing your funding application, please refer to this information when making your selections on the Optional Unit Choice Form.

The following Units are mandatory for the Early Learning and Childcare Pathway of the Diploma (Level 3). All SSSP approved Training Providers will offer the following units.

<b>Skills for care and development shared core (9 credits)</b>		
SFDC Shared Core 1	(3 credits)	Promote communication
SFDC Shared Core 2	(2 credits)	Promote equality, diversity and inclusion
SFDC Shared Core 3	(3 credits)	Engage in personal development
SFDC Shared Core 4	(1 credit)	Principles for implementing duty of care
<b>Children and Young People's Mandatory Core (18 credits)</b>		
CYP Core 3.1	(4 credits)	Understanding child and young person development
CYP Core 3.2	(3 credits)	Promote child and young person development
CYP Core 3.3	(3 credits)	Understand how to safeguard the well being of children and young people
CYP Core 3.4	(2 credits)	Support children and young people's health and safety
CYP Core 3.5	(1 credit)	Develop positive relationships with children, young people and others involved in their care
CYP Core 3.6	(2 credits)	Working together for the benefit of children and young people
CYP Core 3.7	(3 credits)	Understand how to support positive outcomes for children and young people
<b>Early Learning and Childcare pathway units (22 credits)</b>		
EYMP 1	(4 credits)	Context and principles for early years provision
EYMP 2	(5 credits)	Promote learning and development in the early years
EYMP 3	(6 credits)	Promote children's welfare and well being in the early years
EYMP 4	(3 credits)	Professional practice in work with children in their early years
EYMP 5	(4 credits)	Support children's speech, language and communication
<b>TOTAL: 49 CREDITS</b>		

The following units are the SSSP selected optional units of the Diploma. To qualify for funding you will need to choose units from this list to complete your qualification. Please check that your chosen Training Provider offers the units you wish to study (see SSSP Funding Application Form)

\* Family Support Worker recommended units

CYPOP 1	(6 credits)	Work with babies and young children to promote their development and learning
CYPOP 2	(6 credits)	Care for the physical and nutritional needs of babies and young children
CYPOP 3	(6 credits)	Lead and manage a community based pre school / early years setting
CYPOP 4	(3 credits)	Promote young children's physical activity and movement skills
CYPOP 5	(4 credits)	Understand how to set up a home based child care service - For existing childminders that did not undertake this unit as part of their pre-registration course only. - If you wish to become a childminder please contact Family Information Service on 01793 445500 as you will undertake this unit as part of your pre-registration course
*CYPOP 11	(3 credits)	Caseload management
CYPOP 15	(4 credits)	Support positive practice with children and young people with speech, language and communication needs
CYPOP 16	(5 credits)	Coordinate special educational needs provision
*CYPOP 17	(5 credits)	Understand the needs of children who are vulnerable and experiencing poverty and disadvantage
*CYPOP 21	(3 credits)	Work with parents, families and carers to support their children's speech, language and communication needs
*CYPOP 27	(3 credits)	Enable parents to develop ways of handling relationships and behaviour that contribute to everyday life with children
*CYPOP 28	(3 credits)	Work with parents to meet their children's needs
*CYPOP 37	(4 credits)	Support children and young people in their own home
*CYPOP 38	(3 credits)	Engage young parents in supporting their children's development
*CYPOP 39	(3 credits)	Engage Fathers in their children's early learning
CYPOP 41	(6 credits)	Promoting positive behaviour
*CYPOP 40	(3 credits)	Engage parents in their children's learning

**Due to the similar content of the units below you will only be able to enrol in one or other as outlined below:**

CYPOP 30 (3 credits)	Support the creativity of children and young people
<b>OR</b>	
CYPOP 7 (5 credits)	Promote creativity and creative learning in young children
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CYPOP 6 (6 credits)	Support disabled children and young people and those with specific requirements
<b>OR</b>	
CYPOP 22 (3 credits)	Understand the speech, language and communication needs of children and young people with behavioural, social and emotional difficulties
<b>OR</b>	
CYPOP 23 (3 credits)	Support the speech, language and communication development of children who are learning more than one language

## What to do next...

- Check your eligibility for Adult Skills funding on pages 4&5, if you are unsure of your eligibility contact the training providers directly or call a Next Step Adviser on 0800 100 900.
- If you are not eligible for Adult Skills funding or if you are eligible for part funding and you are required to pay a contribution towards your qualification then you may be eligible for support towards the remaining amount from SSSP. To check if you are eligible for SSSP funding please check the funding section of the SSSP Training Plan (see [www.earlyyearschildcare.org](http://www.earlyyearschildcare.org)) and the table on page 5 of this document. You should then complete the SSSP Funding Application Form and return to SSSP – see important information on page 4.
- Upon receipt of your completed application form Swindon SSP will review your application.
- A letter will be sent, informing you of our decision, usually within one month of applying.

<b>SSSP Approved Training Providers</b>		
<b>Training Provider</b>	<b>Code</b>	<b>Contact</b>
Cirencester College	CC	01666 505833 – Sally Turner
New College	NC	01793 611470 - ext 218 Carla Hitch or Fiona Ambidge
Pre-school Learning Alliance	PLA	0121 643 0063
R & P Training Solutions	RP	07808 713300 – Ruth Still
Swindon College	SC	01793 498327
Switch Training	ST	01666 823626
Trio Childcare Connections	TC	01793 608833

**SSSP funding support cannot be guaranteed.**

**You may want to contact the helpline to find out if there is still funding available.**

**If you are unable to complete all sections of the form please call for advice – leaving sections of the form blank will delay your application**

Training & Recruitment Helpline: 0845 602 3209

Further information regarding eligibility for SSSP funding and details & application forms for supply cover and childcare costs funding can be found in the Training section of the SSSP website [www.earlyyearschildcare.org](http://www.earlyyearschildcare.org)

The SSSP application form should be returned to: **Swindon Sure Start Partnership Training, c/o Civic Offices, Swindon Borough Council, Euclid Street, Swindon, SN1 2JH**

## **Skills Funding Agency: Adult Skills Funding August 11 – July 12**

Information as published in May 2011 - All information subject to change

### **Important Information**

- Funding may be available to you through Skills Funding Agency (SFA) depending on your age, current qualification levels & employment status. Other SFA criteria may apply which your Training provider will check with you.
- Adult Skills Funding is available to self-employed or volunteers depending on age & current qualification.
- Qualification levels: A full Level 2 is equivalent to five or more GCSEs or O levels at grades A\* to C, and a full Level 3 to two A levels at all pass grades.
- If you are unsure about the level of any other qualifications you hold please check with a training provider.
- The costs detailed in the table (page 5) are the costs to practitioners by training provider after SFA funding has been applied.
- Skills Funding Agency years run from 1 August to 31 July.
- From 2012/13, policies applied to 19-24 year olds in 2011/12, will apply to 19-23 year olds only.
- Training Providers may have other funding available to 16-18 year olds.

## **Swindon Sure Start Partnership Funding for Level 3 Diploma for the Children & Young People's Workforce:**

### **Important Information**

- Check the table on page 5 to see the course cost to you by training provider.
- Details of funding available from SSSP can be found at the bottom of the table, the amount you are able to apply for will depend on your Skills Funding Agency eligibility.
- Costs and funding amounts are subject to change throughout the year.
- Candidates funding is paid to the Training Provider in staged payments and each payment will be made subject to SSSP funding availability, candidate's eligibility and satisfactory progress.
- SSSP Completion time: 18 months (check with your training provider for other funding timescales).
- Practitioners must work in the eligible settings detailed in the funding section of the SSSP Training Plan to be considered for SSSP Funding.
- Practitioners must make arrangements to pay any shortfall in their funding direct to their Training Provider - please be aware VAT may be added to this amount.
- As a condition of SSSP funding you will be required to give SSSP access to your Learner Achievement Record.
- £20 per credit will be deducted from SSSP funding for units not supported by SSSP. EG: for a unit that is worth 3 credits, £60 will be deducted.
- Prior to payment of the final invoice, the units you have undertaken will be confirmed by SSSP and payment will be made according to your final selection. You will be responsible for paying your training provider any deducted funding.
- You must provide photocopied evidence of your age and other qualifications when you apply for SSSP funding.

### **Details of taught session timings by provider on page 6**

## Swindon Sure Start Partnership & Skills Funding Agency Funding - Childminders & Volunteers ONLY – October 2011

Skills Funding Agency Funding - Costs to practitioner after any applicable SFA funding applied					
		19-24 years old		25 years old and above	
		without a Level 3 qualification	qualified to Level 3 or above	without a first Level 2 qualification (not funded for 24+ from 2012/13)	qualified to Level 2 or above
Cirencester College	Level 3 Adult Skills	£0	£550	£0	£1656
New College	Level 3 Adult Skills	£0	£1,500	£150	£1,500
PsLA	Level 3 Adult Skills	£0	£1870	£0	£810
R & P Training	Level 3 Adult Skills	£0	£1,300	£0	£1,300
Swindon College	Level 3 Adult Skills	£0	£1936.67	£0	£1936.67
Switch Training	* <b>Cost excluding VAT</b> SFA funding not available	£1240 *	£1240 *	£1240 *	£1240 *
Trio Childcare Connections	* <b>Cost excluding VAT</b> SFA funding not available	£1256 *	£1256 *	£1256 *	£1256 *
<b>Swindon Sure Start Partnership Funding</b> - Please check your eligibility in the table above. The amounts detailed below specify the maximum amount of funding that you may be entitled to from SSSP.					
<b>SSSP funding amounts for Childminders &amp; Volunteers</b>		£0	£1240	£0	£810

**Taught session timings on next page**

**Guide to the availability of taught sessions for qualifications – information correct as at August 2011**

**Please contact the Training Providers to confirm start dates and sessions days/times**

	Daytime	Evenings
Weekdays	<p><b>Cirencester College</b> Thursday 1.15pm – 3.15pm</p> <p><b>PsLA</b> 5 hour weekday sessions contact Psla re days &amp; times</p>	<p><b>Swindon College</b> 6.30pm – 8.30pm (Usually Tuesday or Wednesday – days of week vary throughout year: check with the College)</p> <p><b>New College</b> 7pm – 9pm (Usually Wednesday)</p>
Saturday	<p><b>Trio</b> 10am – 2.30pm <b>PsLA</b> 5 hour session</p>	
<p><b>Switch training:</b> individual tutorials according to need (anytime)</p> <p><b>R &amp; P Training Solutions:</b> arranged to suit learners need (anytime). Liaise directly with Training Provider</p>		