

Guidance Notes for Care to Learn

Academic Year 2014 to 2015

Helping you fill in the Care to Learn Application Form

These Guidance Notes will help you to fill in the 2014 to 2015 academic year Care to Learn application form. You must complete the form to receive Care to Learn payments in the 2014 to 2015 academic year even if you received Care to Learn in the 2013 to 2014 academic year.

You must choose your Learning Provider and Childcare Provider before you apply and make sure they complete their parts of the application form.

Which part of the form should you fill in?


- Fill in Part A if you are the Young Parent
- Fill in Part B if you are the Learning Provider
- Fill in Part C if you are the Childcare Provider or childminder agency

IMPORTANT: Payments

Care to Learn payments cannot be made until we have received all the information we need from the Young Parent, the Learning Provider and the Childcare Provider / childminder agency.

If we receive the application within 28 days of the start of the course or study programme, payments may be backdated to the start of the course or study programme. If we receive the application after the 28 day period, payments will begin from the Monday of the week the application is received by the Learner Support Service.

Here are some general tips:

- Use **BLACK INK** and write in **BLOCK CAPITALS**
- Mark boxes clearly, like this: 
- Write as clearly as you can. If we cannot read the form, we will send it back to you
- When all sections of the form have been completed, check that all the evidence required to support your application has been provided
- When you send the application, do not fold the form.

If you need more help:

- Call us on **0800 121 8989** between 9.00am and 5.00pm Monday to Friday
- Minicom: **0800 917 6048** between 9.00am and 5.00pm Monday to Friday
- Email us at C2L@efalearnersupport.co.uk
- Visit our website at www.gov.uk/care-to-learn
- Ask your Support Worker or other adviser.

About Care to Learn	3
Care to Learn in the 2014 to 2015 academic year	3
Who can claim Care to Learn?	3
How much support is available?	4
How to claim Care to Learn	5
Change of Circumstances	5
Summer 2014 Retainers	5
How to contact us	5
Helping you fill in Young Parent Details (Part A)	6
Question A2: Your date of birth	6
Questions A5 to A10: Residency conditions	6
Question A11: Child(ren)'s details	8
Question A12: Your relationship to the child(ren)	8
Question A13: Support Worker details	9
Question A14: Your additional travel costs	9
Question A15: Equal opportunities monitoring	10
Question A16: Privacy Notice and Young Parent Declaration	10
Helping you fill in Learning Provider Details (Part B)	11
Question B1 Learning Provider details	11
Questions B3 to B11: Course or study programme details	11
Question B12: Young Parent's child(ren)	12
Question B13: Young Parent's additional travel costs	12
Question B14: Learning Provider Bank or Building Society account details	13
Question B15: Learning Provider Declaration	13
Helping you fill in Childcare Provision Details (Part C)	14
Question C1: Childcare Provision details	14
Question C2: Childminder Agency administration	14
Question C3: Childminder Agency details	14
Question C4: Registration details	15
Questions C6 to C7: Relationship to the child(ren)	15
Question C8: Childcare placement details	15
Question C9: Childcare hours	16
Questions C10 to C13: Childcare fees	16
Question C14: Bank or Building Society account details	16
Question C15: Childminding Network	17
Question C16: Childcare Provider or childminder agency Declaration	17

Care to Learn in the 2014 to 2015 academic year

You must complete the Care to Learn application form to receive payments in the 2014 to 2015 academic year even if you received Care to Learn in the 2013 to 2014 academic year.

You must choose your Learning Provider and Childcare Provider before you apply and make sure they complete their parts of the application form.

Who can claim Care to Learn?

Main carer

To get help from Care to Learn, you must be the parent or main carer **and** be in receipt of Child Benefit for the child(ren).

Your age

To get help from Care to Learn, you must have started your course or study programme before you turn **20**.

Care to Learn will not stop when you reach your 20th birthday, but will continue to the end of the specific course or study programme you started before your 20th birthday. **You must complete a new application each year that you want to claim Care to Learn, even if your course lasts for more than one academic year.**

Residency

To get help from Care to Learn you must meet the residency criteria shown on **pages 6 to 8** of these Guidance Notes.

Your course

You must be studying at a Learning Provider in England and your course or study programme must have some public funding. Your Learning Provider will be able to tell you if it has.

Care to Learn is intended to enable a Young Parent to return to education after the birth of a child(ren) by providing funding for childcare i.e. the Young Parent is engaged in education and therefore not able to provide care for their child(ren). Suitable education can include short courses as well as longer ones; this does not have to lead to a qualification.

The table below shows some examples of which courses you could get Care to Learn for. If you are not sure if Care to Learn is payable for your course, speak to your Learning Provider or contact us on **0800 121 8989**.

Courses eligible for Care to Learn

Non-accredited day sessions and short courses within the community such as First Aid, Healthy Eating, Parenting etc.

School, college and academy courses including Foundation Learning, 14-19 Diplomas, GCSEs, AS and A2s.

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.

Foundation HE courses where they are followed at an FE institution e.g. BTEC Diploma.

Courses not eligible for Care to Learn

Privately funded learning e.g. at an independent school or other institution.

Voluntary work that is not a required part of an agreed course or study programme.

Apprenticeships that are waged.

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). Young Parents on these courses may be eligible for the HE Childcare Grant.

Your Childcare Provision

To get help from Care to Learn you must use childcare that is:

- registered on the Early Years Register with either Ofsted or an Ofsted registered childminder agency; or
- registered on the compulsory and / or voluntary part of the General Childcare Register with either Ofsted or an Ofsted registered childminder agency; or
- registered with Ofsted as a school that also offers childcare provision such as breakfast or after school clubs; or
- specialist provision on the Care Quality Commission's register if general childcare provision is not suitable for the child. These cases are considered on a case-by-case basis.

Your Childcare Provider will be able to tell you if they are registered with Ofsted, an Ofsted registered childminder agency or the Care Quality Commission.

If you wish to use a Childcare Provider who is related to the child (e.g. a grandmother, aunt or step-parent) 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.

You will not be able to receive Care to Learn if your course or study programme is being funded through the European Social Fund (ESF), where this includes childcare.

Government funded early education places and childcare tax credits

Local authorities have a duty to secure 570 hours a year of government funded early education over no fewer than 38 weeks of the year for all three and four year olds and eligible two year olds. From September 2014 a two year old will be eligible for an early education place if any of the following criteria apply:

- they meet the eligibility criteria also used for free school meals;
- their families receive Working Tax credits and have annual gross earnings of no more than £16,190 per year;
- they have a current statement of SEN or an Education, Health and Care plan;
- they are entitled to Disability Living Allowance;
- they are looked after by the local authority; or
- they have left care through special guardianship or an adoption or residence order.

It is expected that young parents should access this entitlement before applying for funding from Care to Learn. Young parents may apply for Care to Learn for support to cover any extra hours (over and above their funded early education entitlement) to complete their course.

For example, if your child has a government funded early education place at a nursery for 10 hours per week, but you need childcare for 28 hours to attend and complete your course or study programme, you can only claim 18 hours of childcare from Care to Learn.

For further information about government funded early education, including when your child becomes eligible, contact your Childcare Provider or your local authority.

Childcare tax credits are available for parents (lone or couples) who each work 16 hours or more per week to help with childcare costs. You must ensure that the childcare hours you are requesting for Care to Learn payments are not already being funded from childcare tax credits.

How much support is available?

- Care to Learn will pay up to a **maximum of £160 per child per week** (or up to £175 per child per week if you live in a London borough) to cover the costs of childcare and associated travel. The London boroughs are: 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.
- Childcare payments will be made directly to the Childcare Provider / childminder agency.
- 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 **A14** on the form. You will need to speak to your Learning Provider about claiming travel payments.
- 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.

How to claim Care to Learn

- You must fill in all the questions in Young Parent Details (Part A) on the Care to Learn application form. Fill in the form as accurately and completely as you can. If you need any help, speak to your Support Worker or other adviser.
- 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.**
- You must get your Learning Provider to fill in Part B and get your Childcare Provider to fill in Part C.
- Before you return your form to the Learner Support Service, make sure that all the evidence required to support your application has been provided.
- If your application is accepted, we will send you a letter confirming this and a **payment plan** to tell you how much your Childcare Provider will be paid. If you are claiming travel costs, details of the amount being paid will be sent to you and your Learning Provider.
- If your application is not successful we will write to you and tell you why.
- You will normally receive a reply within three weeks. If you do not hear from us within three weeks call us on **0800 121 8989**.

Change of Circumstances

If your circumstances change during your course or study programme call us on **0800 121 8989**.

You must notify us immediately where the following circumstances change because your Care to Learn payments may be affected:

- your personal details
- childcare fees for your existing Childcare Provider
- Childcare Provider details
- an additional Childcare Provider is required
- Learning Provider details
- travel costs between childcare and home, or you wish to claim these for the first time
- name of course or study programme
- number of hours attending education or childcare.

Summer 2014 Retainers

If your course or study programme 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 if you meet the eligibility criteria. Call us on **0800 121 8989** to ask for a Summer Retainer form if you have not already received one.

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.

IMPORTANT: Applications for Summer 2014 received after 1 September 2014 will not be paid.

How to contact us

Our address:

**Freepost RSLX-CAZR-RHLY
LEARNER SUPPORT SERVICE
BIRMINGHAM
B24 9FD**

Our phone number: **0800 121 8989**

Minicom: **0800 917 6048**

Our website: **www.gov.uk/care-to-learn**

Our email: **C2L@efalearnersupport.co.uk**

Part A

Young Parent
Details

The Young Parent should complete this section

IMPORTANT: Payments

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 / childminder agency.

If you are eligible, we will backdate payments to the start of your course or study programme if we receive your application within 28 days of your course starting. If we receive your application after the 28 day period, payments will begin from the Monday of the week the application is received by the Learner Support Service.

Question A2

Your date of birth

To get help from Care to Learn, you must have started your course or study programme before you turn **20**.

Care to Learn will not stop when you reach your 20th birthday, but will continue to the end of the specific course or study programme you started before your 20th birthday.

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

2 9 **0 5** **1 9 9 7**

IMPORTANT: If you received Care to Learn in the 2013 to 2014 academic year and you will turn 20 years old before you start your course or study programme in the 2014 to 2015 academic year, you will only continue to receive support from Care to Learn if you are **continuing on the same course or study programme at the same level**.

Question A5

Residency conditions:
British Citizens

You must live and study in England to be eligible for 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 go to question **A11**.

If you are not a British Citizen you should answer **No** and go to question **A6**.

Question A6

Residency conditions:
EEA Nationals

You must live and study in England to be eligible for 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 go to question **A11**.

If you are a national of a country other than the UK and Northern Ireland that is not on the above list, you should answer **No** to this question and go to question **A7**.

Question A7

Residency conditions:
Immigration status in
the UK

You must live and study in England to be eligible for Care to Learn.

You should ONLY answer this question if you have answered No to both questions A5 and A6.

By answering **No** to questions **A5** and **A6** 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.

- Asylum Seeker
- Refugee status
- Humanitarian Protection
- Discretionary Leave
- Indefinite Leave to Remain
- Indefinite Leave to Enter
- Limited Leave to Remain
- Limited Leave to Enter
- Leave Outside The Rules

If your immigration status is something other than those listed above you are not eligible for Care to Learn.

If you are an asylum seeker mark the box and go to question **A8**.

If you are not an asylum seeker mark the box that best describes your immigration status and go to question **A11**.

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

How do I know which immigration status I have?

The Home Office has been issuing biometric residence permits to non EEA nationals since November 2008. Most foreign nationals granted leave to remain within the UK are now issued with these cards as evidence of their right to be here. An example of the card is shown below. This shows what immigration status you have. The card will time expire after 10 years or 5 years if under 16.

- If you were not granted a biometric residence permit, you will generally have a sticker or stamp in your passport, travel document or Home Office Immigration Status Document that shows your immigration status
- If you are an asylum seeker, or have made a claim for immigration under the European Convention on Human Rights, you will have an Application Registration Card (ARC) issued by the Home Office. If you are a dependant of an asylum seeker you will have been given your own card. The card shows your immigration status.



Please note: You do **not** have to submit your residency documents to us with your application. We may carry out checks with the Home Office to confirm your immigration 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 A8

Residency conditions:
Asylum Seekers

You should ONLY answer this question if you are an asylum seeker.

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 go to question **A11**.

If you are an asylum seeker **aged 18 or over** at the start of your course or study programme you should answer **Yes** to this question and go to question **A9**.

Question A9

Residency conditions:
Asylum Seekers

You should ONLY answer this question if you are an asylum seeker and you answered Yes to question A8.

Care Leavers are:

- young people aged 18-21 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. Go to question **A11**.

If you are an asylum seeker **aged 18 or over** at the start of your course or study programme and are **not a Care Leaver**, you should answer **No** to this question and go to question **A10**.

Question A10

Residency conditions:
Asylum Seekers

You should ONLY answer this question if you are an asylum seeker and you answered No to question A9.

If you received Care to Learn in the 2013 to 2014 academic year, and have now turned 18 years old, you will **only** be eligible to receive Care to Learn if you are **continuing on the same course at the same level**. If this is the case, you should answer **Yes** to this question and go to question **A11**.

If you have turned 18 years old and are starting a new course or study programme in the 2014 to 2015 academic year, you are not eligible for Care to Learn.

Question A11

Child(ren)'s details

Details must be given for each child for whom Care to Learn is being claimed.

Enter their date of birth, or the date your child is due, in numbers, like this example:

2 5 **0 9** **2 0 1 2**

If your child's name is not known because your child has not yet been born, please enter 'not known' in the child's name section.

You must take a copy of the birth certificate or proof of Child Benefit for the child(ren) who require childcare to your Learning Provider.

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 paid through Tax Credits.

You must be the main carer of the child(ren). The main carer of a child is the person who receives the Child Benefit payments.

If someone else is already claiming Care to Learn for the child(ren), you are not eligible for Care to Learn.

Question A13

Support Worker details

You may have a Support Worker who is helping you with your application for Care to Learn, for example a careers adviser or a teenage pregnancy adviser.

If you complete their details in this section, we will send them a copy of any 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 have read these Guidance Notes.

Question A14

Your additional travel costs

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 amount allowed for Care to Learn of £160 per child per week** (or £175 per child per week in a London borough). If your childcare costs are more than the weekly maximum amount allowed for Care to Learn, additional travel costs will not be paid.

If you need help with the cost of travel mark the **Yes** box. You will need to agree with your Learning Provider how much you need. You should use the cheapest means of transport available. 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 was £10 per week and you now have to pay a total of £15 per week to also take your child to and from childcare and home, you should claim £5 per week from Care to Learn.

Travel costs will not be paid where the Childcare Provider is on the same site as the Learning Provider.

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.

If you marked the **No** box, but in the future you find that you need help with additional travel costs, you should discuss this with your Learning Provider.

Question A15

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. If you prefer not to provide this information, please mark the appropriate box; it will not make any difference to your application.

Do you consider yourself to have a disability?

The Equality Act 2010 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.

If you would like to know more about the Equality Act 2010 further information can be found at www.equalityhumanrights.com/advice-and-guidance/your-rights/disability

Question A16

Privacy Notice and Young Parent Declaration

The Education Funding Agency (EFA) 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.

Read the declaration very carefully

If you give false or incomplete information, we may refer the matter to the Police. You could face prosecution and we will seek to recover any payments you are not eligible for. As part of our assessment process we may sample application forms and may ask for further evidence. If that evidence is not provided, we may stop any future payments and seek repayment of anything paid.

By submitting the application form you are agreeing to all the conditions and eligibility criteria of the Care to Learn scheme outlined in the form and these Guidance Notes.

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

Part B

Learning Provider Details

The Learning Provider must complete this section as soon as possible and return it to you.

IMPORTANT: Payments

Care to Learn payments cannot be made until we have received all the information we need from the Young Parent, the Learning Provider and the Childcare Provider / childminder agency.

If we receive the application within 28 days of the start of the course or study programme, payments may be backdated to the start of the course or study programme. If we receive the application after the 28 day period, payments will begin from the Monday of the week the application is received by the Learner Support Service.

Question B1

Learning Provider details

If you received Care to Learn payments for any Young Parent(s) during or since the 2010 to 2011 academic year you will already have a Care to Learn Learning Provider Reference. This can be found on your remittance advice. If you are unsure, call us on **0300 303 8610**.

If you enter this reference you do not need to fill in the rest of question **B1** or **B2**.

If you have not received Care to Learn payments during or since the 2010 to 2011 academic year, or if any of your details have changed, you must fill in questions **B1** and **B2** in full.

Questions B3 to B11

Course or study programme details

To get help from Care to Learn the Young Parent must be studying on a course or study programme that has some public funding.

The tables on **page 3** of these Guidance Notes provide further guidance and examples of courses or study programmes eligible for Care to Learn.

Question B3

Apprenticeship status

If the Young Parent is undertaking an Apprenticeship that is waged they will not be eligible for Care to Learn. They may be able to apply for childcare support through Tax Credits.

Question B7

Length of full course

Young Parents must apply for Care to Learn each academic year to continue to receive Care to Learn payments. However, you must enter the length, and the start and end dates, of the **full** course or study programme. For courses that last two or three years you should enter the actual course start date (this may be a date in a previous academic year if the 2014 to 2015 academic year is the Young Parent's second or third year of their course).

You should also enter the planned year two or year three course end date (this may be a date in a future academic year). For example:

- if the Young Parent is studying a two year NVQ Level 2 course starting on 1st September 2014 and ending on 22nd July 2016 you should enter these dates.
- if a **continuing** Young Parent is studying a two year NVQ Level 2 course which started on 2nd September 2013 and ends on 17th July 2015 you should enter these dates.
- if a Young Parent studied a course at Level 1 last year and is progressing to Level 2 this year, even if this is in the same subject, this is considered to be a **new** course e.g. Young Parent studies Hair and Beauty at Level 1 in the 2013 to 2014 academic year and is studying Hair and Beauty at Level 2 in the 2014 to 2015 academic year. These should be treated as separate courses and you should enter the start and end dates of the Level 2 course only.
- **If the Young Parent turns 20 years old before they start their new course or study programme, they will not be eligible for Care to Learn.**

Question B8

Hours in education
(per week)

Enter the total number of hours that the Young Parent will spend in education each week (rounded to the nearest hour). This should include the number of planned qualification and non-qualification hours (planned work experience, enrichment and pastoral hours) and independent / home study. Any work placement must be a defined part of the course or study programme to be eligible for Care to Learn.

The information you provide here will be used to establish if the requested childcare hours are reasonable.

Flexible Education

In circumstances where a Young Parent is undertaking flexible education, enter the average number of hours attendance each week. For example, if a Young Parent on a 10-week course or study programme attends for nine hours for two weeks, then four hours for the next eight weeks, this can be shown as an average of five hours per week, worked out as follows:

$$\begin{array}{rcl}
 2 \text{ weeks} & \times & 9 \text{ hours} & = & 18 \text{ hours} \\
 8 \text{ weeks} & \times & 4 \text{ hours} & = & 32 \text{ hours} \\
 18 \text{ hours} & + & 32 \text{ hours} & = & 50 \text{ hours over the 10-week course length} \\
 50 \text{ hours} & \div & 10 \text{ weeks} & = & 5 \text{ hours per week average}
 \end{array}$$

This method may also be used to calculate the average number of hours that a Young Parent would be expected to undertake flexible independent / home study.

Questions B10 to B11

Course or study
programme dates

Separate boxes are given at question **B10** for education that falls into traditional term dates and at question **B11** for education that does not fit this pattern (non term-based). Fill in the most appropriate boxes in numbers, like this example:

0 1 0 9 2 0 1 4

If exact dates are not yet available, enter estimated dates. Do not delay the Young Parent's application by waiting to confirm exact dates before returning the form to the Young Parent.

If the estimated dates change, please call the Learner Support Service on **0300 303 8610**.

Question B12

Young Parent's
child(ren)

You must verify the existence of each child named in **A11** by checking the birth certificate or proof of Child Benefit for each child. Mark the appropriate box(es).

If the child has not yet been born or if you are unable to verify the existence of each child mark **No**. The Young Parent can still apply, but payments will not commence until you confirm that the birth certificate or proof of Child Benefit has been checked. When you can confirm this, call the Learner Support Service on **0300 303 8610**.

You are only required to verify the existence of each child for this question. For audit purposes you must record and retain the details of the proof you have seen and checked. Please note: to receive Care to Learn the Young Parent must be the main carer, and be in receipt of Child Benefit payments, for the child(ren).

Question B13

Young Parent's
additional travel
costs

The Young Parent may be able to receive help with the cost of travel. The total of the childcare costs and travel costs must not be more than the **weekly maximum amount allowed for Care to Learn of £160 per child per week** (or £175 per child per week in a London borough). If the childcare costs are more than the weekly maximum amount allowed for Care to Learn, additional travel costs will not be paid.

For example, if the weekly childcare costs are £150, and the Young Parent (living outside a London borough) has to pay £20 per week in additional travel costs, we will only pay £10 per week in travel costs. We will not pay any more as this would exceed the Care to Learn weekly maximum amount of £160.

If the Young Parent needs help with the cost of travel they should have marked **Yes** at question **A14**. They must discuss and agree any additional travel costs with you before you complete question **B13**. By completing this question you are confirming that any travel costs claimed are necessary and reasonable, based on your local knowledge, including taking account of any free or concessionary travel arrangements that may apply e.g. Oyster cards. **The Young Parent should use the cheapest means of transport available.** Taxi fares will only be paid in exceptional circumstances.

The Young Parent should only claim for any additional travel costs that are necessary to take their child(ren) between home and childcare.

For example, if their usual return journey from home to college costs £10 per week and they have to pay a total of £15 per week to also take their child between home and childcare, they should claim £5 per week.

If the Young Parent travels by car, enter the total number of additional miles per week they need to travel to take their child(ren) to and from childcare.

For example, if the Young Parent needs to travel an additional 5 miles each way for 3 days per week, this works out as:

5 additional miles x 2 (to and from) = 10 additional miles per day
10 miles per day x 3 days = 30 additional miles travelled per week

Mileage costs are calculated using a rate of 23p per mile.

To enable us to pay travel costs you also need to enter the start and end dates of the travel being claimed. These should normally be consistent with the dates entered at question **B10** or **B11**.

Payments for travel costs (if applicable) will be made direct to the Learning Provider termly in advance, who will then need to issue travel payments to the Young Parent or make arrangements for the Young Parent's travel.

Question B14

Learning Provider
Bank or Building
Society account
details

If you received Care to Learn payments for any Young Parent(s) during or since the 2010 to 2011 academic year, mark the **Yes** box. If your account details are the same we will continue to make payments into this account. You do not need to send us an account statement or other evidence. If your account details have changed you will need to enter the new details and provide the required evidence.

If you did not receive Care to Learn payments during or since the 2010 to 2011 academic year, mark the **No** box and enter your account details. You will need to send us an account statement or other evidence.

If you prefer to send your Bank or Building Society account details separately, call us on **0300 303 8610**.

You must have a Bank or Building Society account that will accept BACS payments, as this is the only method of payment used.

Question B15

Learning Provider
Declaration

Please read the declaration very carefully

By submitting the application form you are agreeing to all the conditions and eligibility criteria of the Care to Learn scheme outlined in the form and these Guidance Notes.

Part C

Childcare Provision Details

The Childcare Provider / childminder agency must complete this section as soon as possible and return it to you.

IMPORTANT: Payments

Care to Learn payments cannot be made until we have received all the information we need from the Young Parent, the Learning Provider and the Childcare Provider / childminder agency. If the application is approved a payment plan will be issued confirming how much and when payments will be paid. If you do not hear from us within three weeks from when this application is submitted call us on **0300 303 8610**.

If we receive the application within 28 days of the start of the course or study programme, payments may be backdated to the start of the course or study programme. If we receive the application after the 28 day period, payments will begin from the Monday of the week the application is received by the Learner Support Service.

Question C1

Childcare Provider details

If you received Care to Learn payments during or since the 2010 to 2011 academic year you will already have a Care to Learn Childcare Provider Reference. This can be found on your remittance advice. If you are unsure, call us on **0300 303 8610**.

If you enter this reference you do not need to fill in the rest of question **C1**.

If you have not received Care to Learn payments during or since the 2010 to 2011 academic year, or your details have changed, you must fill in question **C1** in full.

Question C2

Childminder agency administration

From 1 September 2014 childminder agencies are being introduced. If you are a childminder and you are registered with a childminder agency you must tell us who is responsible for the administration of this application.

Whoever you choose will be responsible for submitting childcare attendance monitoring forms and will receive Care to Learn payments (including deposits and registration fees) into the Bank Account details provided. Childcare attendance monitoring forms must be completed and returned every month to the Learner Support Service. Failure to complete and submit attendance monitoring forms will result in childcare payments being withheld.

Question C3

Childminder agency details

If you are a childminder registered with an Ofsted registered childminder agency, the childminder agency details must be provided.

If the childminder agency already has a Care to Learn childminder agency reference enter this reference in question **C3**. If you enter this reference, you do not need to fill in the rest of question **C3**. If you are unsure, call us on **0300 303 8610**.

Question C4

Registration details

To be eligible for Care to Learn the childcare provision must be registered as follows:

- registered on the Early Years Register with either Ofsted or an Ofsted registered childminder agency; or
- registered on the compulsory and / or voluntary part of the General Childcare Register with either Ofsted or an Ofsted registered childminder agency; or
- with Ofsted as a school that also offers childcare provision such as breakfast or after school clubs; or
- specialist provision on the Care Quality Commission (CQC) register where general childcare provision is not suitable for the child. These cases are considered on a case-by-case basis.

If you are a Childcare Provider registered with Ofsted enter your own Ofsted Registration Number.

If you are a childminder registered with a childminder agency, enter the Ofsted Registration Number for the childminder agency.

A copy of the certificate for the Ofsted Registration Number provided must be sent to the Learner Support Service unless a copy has already been submitted during or since the 2011 to 2012 academic year.

We will independently verify the registration details with Ofsted.

Questions C6 to C7

Relationship to the child(ren)

If the person providing the childcare is related to any of the child(ren) named in question **C5**, they must:

- live at a different address to them; **and**
- be providing registered childcare to other children they are not related to.

If they are related to any of the child(ren) and do not meet the above criteria, they are not eligible to receive Care to Learn payments for these children.

Question C8

Childcare placement details

Enter the dates childcare will be provided for the child(ren) named in question **C5**.

If a deposit and / or registration fee is required to reserve a childcare place enter the amount to be charged per child.

We will pay a maximum deposit of £250 per child. **This will be deducted from the first payment of childcare fees.** We will pay a maximum registration fee of £80 per child.

Childcare Providers should charge Care to Learn applicants no more than any other parent.

Question C9

Childcare hours

Enter the number of hours of childcare to be provided per week for each child named in question **C5** (rounded to the nearest hour). This must exclude any childcare funded from another source.

Government funded early education places and childcare tax credits

Local authorities have a duty to secure 570 hours a year of government funded early education over no fewer than 38 weeks of the year for all three and four year olds and eligible two year olds. From September 2014 a two year old will be eligible for an early education place if they meet any one of the criteria shown on page 4 of these Guidance Notes.

It is expected that young parents should access this entitlement before applying for funding from Care to Learn. Young parents may apply for Care to Learn for support to cover any extra hours (over and above their funded early education entitlement) to complete their course or study programme.

For example, if the child has a government funded early education place at a nursery for 10 hours per week, but the Young Parent needs childcare for 28 hours to attend and complete their course or study programme, they can only claim 18 hours of childcare from Care to Learn.

For further information about government funded early education, contact your local authority.

Childcare tax credits are available for parents (lone or couples) who each work 16 hours or more per week to help with childcare costs. You must ensure that the childcare hours being requested for Care to Learn payments are not already being funded from childcare tax credits.

Questions C10 to C13

Childcare fees

Care to Learn will pay up to a **maximum of £160 per child per week** (or up to £175 per child per week if the Young Parent lives in a London borough). The London boroughs are listed on **page 4**.

Childcare Providers should charge Care to Learn applicants no more than any other parent.

Please mark the appropriate box at question **C10** to tell us how you charge for childcare places.

Enter how much will be charged per child per week during term time at question **C11**. This must be the amount claimed from Care to Learn and must exclude any childcare funding received from another source.

Confirm whether or not charges are made for half terms and holidays at question **C12**. If 'yes', enter how much will be charged per child per week at question **C13**. This must be the amount claimed from Care to Learn and must exclude any childcare funding received from another source.

Summer Retainers must be applied for separately. Call us on **0300 303 8610** for more information.

Question C14

Bank or Building Society account details

If you are a childminder registered with a childminder agency and you have confirmed (at question C2) that the childminder agency is responsible for the administration of this application, the Bank Account details entered must be those of the childminder agency.

If Care to Learn payments have been received for any Young Parent(s) during or since the 2010 to 2011 academic year, mark the **Yes** box. If the account details are the same we will continue to make payments into this account. Do not send us an account statement or other evidence. If the account details have changed, enter the new details and provide the required evidence.

If Care to Learn payments have not been received during or since the 2010 to 2011 academic year, mark the **No** box, enter the account details and send us an account statement or other evidence.

If you need to provide the required evidence, the name and address on the evidence should match those on the Ofsted certificate unless you are registered with a childminder agency (we will verify these details with the childminder agency). If they do not match call us on **0300 303 8610**.

Send us a clear and complete photocopy. Incomplete or incorrect Bank or Building Society account evidence will delay processing of the application.

You must have a Bank or Building Society account that will accept BACS payments, as this is the only method of payment used.

Question C15

Childminding Network

A one-off £100 childminder network / broker payment will be made for each application supported by a network / broker that results in a Young Parent starting their chosen course or study programme.

If a network such as the Professional Association for Childcare and Early Years or a childminder agency helped to arrange this childminding, enter their details so we can pay them for this service.

Question C16

Childcare Provider or childminder agency Declaration

Please read the declaration very carefully

If you give false or incomplete information, we may refer the matter to the Police. You could face prosecution and we will seek to recover any payments you are not eligible for. As part of our assessment process we may sample application forms and may ask for further evidence. If that evidence is not provided, we may stop any future payments and seek repayment of anything paid.

By submitting the application form you are agreeing to all the conditions and eligibility criteria of the Care to Learn scheme outlined in the form and these Guidance Notes.