



National College for
Teaching & Leadership

Apprenticeship Bursary Scheme

Guidance Note

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Overview

The Apprenticeship Bursary Scheme is a transitional measure before the introduction of early years educator qualifications in 2014. The scheme will run until all bursaries have been awarded or until August 2014.

The award of the bursary is conditional on meeting the eligibility criteria and supplying the evidence required.

The Bursary is payable to the apprentice. Successful applicants will receive the bursary via their employer. Further information in relation to this can be found in the payment section of this guidance.

There are no conditions attached to the use of the bursary payment once an apprentice has made a successful application.

Apprentices and employers can claim an additional training allowance of £300 which will only be released upon evidence that training will enhance the apprentice's ability to work with young children.

Eligibility

The scheme is open to applicants that meet the following criteria:

- have started employment as an apprentice after 1 June 2013
- be training for the level 3 advanced apprenticeship in Children and Young People's Workforce
- hold a GCSE grade C or above in English and math before starting employment (or equivalent, for example GCE O level or CSE grade 1)
- have been employed as an advanced (Level 3) apprentice for at least 3 months

Applications will not be accepted from candidates who started employment before the 1st June 2013. The cut-off date has been applied as there are a limited number of bursaries available.

In respect of holding GCSE's in English and Maths qualifications, the National College for Teaching and Leadership (NCTL) will accept older, nationally recognised qualifications, including GCE O level passes and CSE grade 1.

Functional Skills are not acceptable as an entry requirement for application to this bursary scheme.

The functional /GCSE and key skills requirements set out in the Apprenticeship Framework still apply. Training providers will be able to advise on this.

Applicants will need to be working in a setting which is delivering early learning places for two year olds. The NCTL accepts those on an apprenticeship will not count in the qualified ratio of staff whilst undertaking training and will be supervised when working with young children; nevertheless, apprentices will contribute to the work of the setting and learn valuable experience working with young children.

Application Process

The scheme will open for applications from 9 September 2013. The NCTL assess each application and validates the - evidence supplied. If candidates submit applications which are not supported by relevant evidence, the candidate will be informed and the application held as pending until appropriate evidence has been submitted.

The NCTL will seek to respond with a decision within 10 working days subject to evidence submitted, validation of data and volumes of applications received.

Filling in the application

The online application form is made up of the following sections

Personal details

The NCTL will require these details to contact an applicant in respect of any queries relating to the application form, additional evidence or to confirm outcome of assessment/validation. These details will not be shared with any other party and will be held in accordance with data protection principles.

Employment details

The NCTL will require these details to contact employers to verify applicant data, and if successful arrange payment.

Training provider

The NCTL will require these details to contact the training provider which delivers the Advanced Apprenticeship for the Children's and Young Peoples Workforce.

Qualification Requirements

Applicant will be required to confirm whether they hold the appropriate qualifications. Only qualifications listed on the application form are acceptable.

Employment and training declarations

Applicants will be requested to tick all declarations pertaining to employment and training.

Applicant data – Declaration of eligibility

Applicants must tick this to demonstrate all evidence and declarations are true and accurate.

Ready to submit evidence box

Applicants must tick this as a final action before submitting the application. Upon ticking and clicking on submit, applicants will be taken to a separate screen where evidence documents must be uploaded.

Submitting evidence

Applicants will need to provide evidence they meet the eligibility criteria. The following documentation is required in support of an application

Evidence of academic attainment

Scanned copy of certificates or copy of academic transcript from school/awarding organisation detailing attainment in English and Maths qualifications

Evidence place of employment is delivering early learning places for two year olds.

Letter/ email from the Local Authority stating setting/provision is delivering places. Your place of employment can arrange to provide you with this supporting evidence.

Evidence of placement on the Advanced Apprenticeship for the Children and Young Peoples workforce

Letter/email from training provider confirming placement and the date you commenced your training.

Employer declaration

There is an employer declaration word document, which can be found here: Download the employer declaration form.

The employer will need to review the application form and sign the declaration. The employer will also need to provide their Companies House Registration number.

The signed form can be attached to the on-line application or sent via e-mail or posted:

E-mail to: ApprenticeBursary.NCTL@education.gsi.gov.uk

Or post to: Apprenticeship Bursary Scheme
National College for Teaching and Leadership (NCTL)
Piccadilly Gate
Store Street M1 2WD

Payment of bursary

The bursary will be paid to the employer who will pass it on to the apprentice, after deducting any tax and national insurance due at the appropriate rates. Please be aware

this is a non-consolidated payment and in certain circumstances depending on salary the apprentice will receive less than the awarded bursary payment.

The first 200 successful applications will each receive a £3,000 bursary payment. The remaining successful applicants will each receive £1,500.

This is the most cost effective method of payment for the apprentice and the NCTL will provide the employer with an additional payment of £414 or £207 (dependent on the bursary awarded) to cover the cost of employer NI and tax contributions.

There are no conditions attached to the use of the bursary payment once an apprentice has made a successful application.

However there are conditions in relation to the release of the bursary payment from employer to the apprentice.

The employer will receive a grant offer letter from the NCTL which will set out these conditions. The employer will need to agree to these conditions, sign the grant letter and return it to the NCTL before payment is processed. Upon receipt of a signed grant offer letter the NCTL will expect, subject to volumes, to arrange payment within 10 working days.

In the event of non-payment by the employer, the apprentice will be advised to seek written explanation as to why the payment has not been released. If the employer refuses to provide an answer or a reasonable explanation, contact the NCTL at ApprenticeBursary.NCTL@education.gsi.gov.uk who will contact your employer and address the matter directly.

Additional training allowance

An additional training allowance of up to £300 is available to successful applicants. Applications for this additional grant payment can only be considered following the award of a bursary.

The NCTL believe an apprentice and their employer are best placed to identify any additional training requirement. However the NCTL do expect the additional training/qualification will enhance an apprentice's ability to work and interact with two-year-olds in a setting.

An additional training allowance business case will be sent to the employer (of the successful applicant) who will, in consultation with the apprentice, identify appropriate training. Both the employer and apprentice must agree to the training prior to submitting the business case to the NCTL.

Upon receipt of business case, the NCTL will assess it and if successful, the employer will be provided with grant claim form and asked to procure the training.

When the training has been procured the employer will be expected to submit a completed grant claim form with relevant receipts attached to the NCTL who will reimburse the employer for up to £300 towards the cost of the training.

The NCTL will only provide this payment following assessment of a business case; employers who procure training prior to confirmation of the award from NCTL do so at their own risk.

Please note the additional training allowance can be used as a contribution to training, any remaining costs of the course must be met elsewhere.

Similarly, the allowance can be used to fund more than one package of training or course. However, in such instances only one grant claim should be submitted with evidence of attached receipts relating to all courses applied for.

In respect of identifying suitable training please consider the following as a guide to what is acceptable:

The NCTL does not endorse any training package, and there are many examples of training tailored for those working with young children. An example is provided below for your convenience:

- academic qualifications (AS- Level English and maths)
- **tailored training packages for working with two-year-olds.** For example, The National Portage Association, run a 4 day Portage workshop targeted at the following audiences - Early Years Practitioners working with 2 Year olds in PVI, Maintained and Children's Centre settings. SENCOs working in PVI, Maintained and Children's Centre settings, Reception class teachers and teaching assistants. Further information can be found at <http://www.portage.org.uk/> or via email at info@portage.org.uk

In respect of training which is not acceptable please consider the following as a guide:

- the NCTL will not accept training requests for elements already included in the apprenticeship framework
- the NCTL will not fund training which has already been started by the apprentice.

Ultimately, the NCTL will consider requests on a case by case basis.

Monitoring and Evaluation

As a condition of the additional training bursary of up to £300 the NCTL will require a successful candidate to provide an update on their progress.



National College for
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