

**Southampton City Council Early Years & Childcare
Continuous Professional Development Fund
April 2014 - March 2015**



Guidance

1.0 Background

- 1.1 Evidence shows that early education has the biggest impact when it is of high quality; and that the quality of the workforce is the most important factor. The government is committed to ensuring that there is a robust qualification pathway and that the early years workforce is graduate led. For 2014/15 Southampton City Council is able to provide bursaries to eligible practitioners in the early years sector to raise their qualifications.
- 1.3 The government has reviewed the early qualifications following the Nutbrown Report. It has introduced the Early Years Teacher status which replaces the Early Years Professional Status. All Early Years Professionals will be considered equivalent to the Early Years Teacher without further training. The Early Years Educator (Level 3) role has also been established and training providers are planning to introduce this new qualification. Please refer to the Department for Education qualifications finder <https://www.education.gov.uk/eypqd/qualification-search> to see all qualifications that are considered full and relevant, the DWCYP is still a valid qualification. The Early Years Qualification Pathway is shown in Appendix A.
- 1.4 Those wishing to undertake the new Early Years Educator qualification will need GCSE Grade C or above in Maths and English. Those wishing to undertake the Early Years Teacher will need GCSE Maths, English and Science Grade C or above and a full honours degree. They will also need to pass the Key Skills Test.
- 1.5 The Continuous Professional Development Fund is to support practitioners raise their qualifications in early years and childcare settings in the private, voluntary and independent sector. Bursaries are available to support:
- GCSE English, Maths and Science
 - Level 3 full and relevant Early Years and Childcare
 - Foundation Degree in Early Years (Level 5)
 - BA (Hons) Top Up.

2.0 Courses eligible for support

2.1 GCSE Maths, English and Science

A one off bursary of £150 will be available to any practitioner who is intending to study to become an Early Years Educator or Early Years Teacher. The current qualification level and those undertaking higher level qualifications at the setting will be taken in to account before any award is made.

2.2 **Level 3**

- Diploma in Working with Children and Young People (one or two year course) 75% course fee up to a maximum of £850 per year. Priority will be given to practitioners in settings that have less than 50% staff qualified to Level 3, and to registered childminders currently caring for children.
- Level 3 Play work where the qualification is needed to meet or maintain an Ofsted registration.
- Level 3 Early Years Educator

2.3 **Level 5 Foundation Degree in Early Years.**

80% course fee up to a maximum of £2000. For applications from new starters, the current qualification level and those undertaking higher level qualifications at the setting will be taken in to account before any award is made.

2.4 **BA (Hons) Top Up**

80% course fee up to a maximum of £2000. This is to support practitioners who have attained the FDA/Early Years and wish to top up to a full honours degree. Priority will be given to those who have gained Maths and English GCSE Grade A* - C.

3 **Workforce priorities:**

Funding will allocated against the following priorities:

- To support practitioners in settings delivering the Early Years Foundation Stage and in receipt of Nursery Education Funding to gain a full and relevant Level 3 qualification.
- To support the development of a graduate led workforce in settings delivering the Early Years Foundation Stage and in receipt of Nursery Education Funding.
- To maintain Ofsted registration requirements.
- To maintain those people already undertaking an eligible course where possible.

4 **Eligibility criteria:**

The following practitioners are eligible to apply for support towards qualification training:

- Early Years and childcare practitioners in the private, voluntary and independent sector and
- Working in Southampton in:
 - early years settings in receipt of Nursery Education Funding
 - out of school and holiday childcare settings
 - Registered childminders
 - Ofsted registered home based childcarers

5.0 **Application Process**

5.1 The application form must be submitted by the setting with all the necessary signatures. The setting's Workforce Development Plan must be included.

5.2 All applications received will be acknowledged within 21 days of our receipt. Please contact us if you do not receive this acknowledgement.

5.3 It is suggested that you make a copy of your application for your records.

6.0 Additional Information

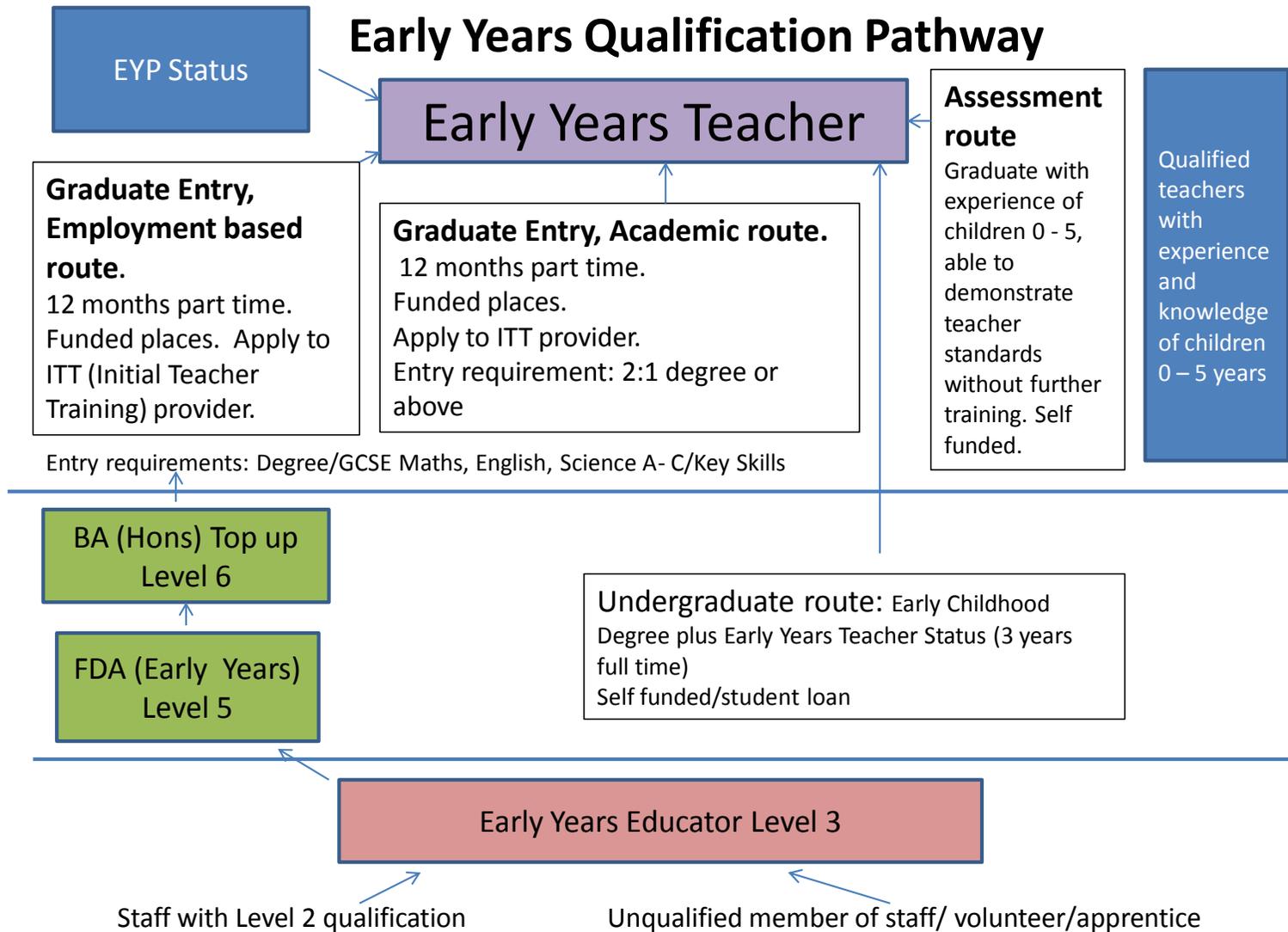
- 6.1 All courses must start between 1 April 2014 - 31 March 2015.
- 6.2 Late applications will only be considered if received within 6 weeks of the course start date. You will need to provide original receipts if claiming costs you have already paid.
- 6.3 Funding of courses should not be assumed, you will be informed of the decision. All awards are dependant on funding being available.
- 6.4 Awards are allocated on a first come, first served basis and awarded against the stated priorities in 3.0. Priority will be given to those settings where it has been identified that the number and level of qualified staff needs to increase.
- 6.5 The setting Manager/Lead Practitioner and student are required to sign and return the Learner Agreement with the application before a payment is made.
- 6.6 If the application is successful, the award is payable to the setting/childminder who is responsible for ensuring it is spent according to the application.
- 6.7 Applicants or settings must be able to fund the difference between any award and the course fees charged by the learning organisation.
- 6.8 Settings must inform Southampton City Council if the student withdraws from the course or leaves the setting/childminding. Southampton City Council reserves the right to claim back the funding.
- 6.9 Settings will need to provide monitoring information on request by Southampton City Council and should retain all evidence of expenditure.
- 6.10 Any award is for 2014/15 only. Further awards to support learning and development beyond March 2015 should not be assumed.
- 6.11 Applicants are being asked if they have received a bursary in the past. This does not mean further applications will not be considered as this fund is to support continuous professional development.
- 6.12 Settings or the practitioner are responsible for any fees/costs not covered by this award.
- 6.13 Southampton City Council employees should not complete this form; any application for qualification training should be made through the Southampton City Council training request form, available on the intranet.

Please return application forms to:

Southampton City Council, Inspire, Civic Centre, Southampton, SO14 7LY

If you have any enquiries, please contact us on **023 8083 3781** or by email: inspire@southampton.gov.uk

APPENDIX A: Early Years Qualification Pathway



Early Years & Childcare Continuous Professional Development Fund Application Form 2014/15



Section 1 is about the practitioner wishing to undertake a qualification

Name of student/applicant wishing to undertake a course		Telephone contact details	Home:
		Date of Birth	Mobile:
Email address			
Current job title			
Current highest level relevant qualification			
English qualification (level and grade)		Maths qualification (level and grade)	
Has the practitioner applied for a Southampton Bursary or Graduate Leader Fund before?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If yes:</i>	What was the course?		
	Who was the training provider		
	Date of completion		
	If not completed, date of expected completion or reason why course was not completed.		

Section 2 is about the setting

Setting/childminder name (the payment will be made out to this name)		Contact telephone	
Address		email address	
Post Code			
Contact/childminder name		Position	
Type of Setting (<i>please circle</i>)	Full day care early years setting, extended early years setting, sessional early years setting, out of school club, childminder, Ofsted registered home based childcarer		
How many children are on your register? (at time of application)			
Does your setting receive Nursery Education Funding?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you offer 2 Year Old funded places?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does this qualification contribute to the setting Workforce Development Plan? PLEASE COMPLETE on page 8		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Qualification level of staff			
How many Level 3 qualified staff have you?			out of
How many staff studying for Level 5 in a relevant subject have you?			out of
How many Level 5 qualified staff in a relevant subject staff have you?			out of
How many staff are on BA(Hons)top up/Early Years Initial Teacher training?			out of
How many staff hold EYP/Early Years Teacher status?			out of

Section 3 is about the course/grant being applied for

GCSE Maths, English, Science			
Subject:			
Why do you wish to study this? (See 2.1)			
Expected duration of course: Start	201	End	201

Level 2 and 3 courses: (2.2)		Please tick
Level 3 Diploma for Children and Young People's Workforce (1 year course)		
Level 2/3 Diploma for Children and Young People's Workforce (2 year course)		
Level 3 Playwork		
Level 3 Early Years Educator		
Expected duration of course: <i>Start</i> 201 <i>End</i> 201		
Level 5 course - Foundation Degree (2.3)		
Which University/training provider will you be studying with?		
What is the title of the Foundation Degree you are studying?		
What is the expected length of your course? (please tick)		2 years <input type="checkbox"/> 3 years <input type="checkbox"/> 4 years <input type="checkbox"/>
Which year of funding is this application for? (please tick)		Yr 1 <input type="checkbox"/> Yr 2 <input type="checkbox"/> Yr 3 <input type="checkbox"/> Yr 4 <input type="checkbox"/>
Are you intending to become an Early Years Teacher?		Yes <input type="checkbox"/> No <input type="checkbox"/>
BA (Hons) Top Up		
Which University/training provider will you be studying with?		
Are you intending to become an Early Years Teacher?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have:		
Maths GCSE Grade A – C?		Yes <input type="checkbox"/> No <input type="checkbox"/>
English GCSE Grade A – C?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Science GCSE Grade A – C?		Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 4: To be completed by owner/manager/childminder

Please explain how this meets the workforce development priorities in 3.0 of the Guidance

- 1a. **Applications for qualification support:** We agree to this practitioner undertaking this qualification and will ensure a designated practitioner supports the applicant and that suitable opportunities and experiences are provided for successful completion of the specified course.
2. **All applications:** We understand that we are responsible for supplying monitoring information, maintaining the Qualification Audit Tool and that the Local Authority may require reimbursement should the terms and conditions be breached.

Line Manager's/childminder name (please print).....

Signed: Date:

Owner/manager/Chair's name (please print, not required for childminders).....

Signed: Date:

Section 5 Verification by college/training provider/university

Please state the Name and address of university/college/training provider:			
Expected Course start date:		Full cost of course: (including tuition, registration and certification)	£
Can course costs be supported through other funding, grants or awards?	Yes No	If Yes, how much will be covered by other funding, grants or awards?	- £
Is this student entitled to any benefit reduction	Yes No	If yes, how much is the benefit reduction?	- £
		WHAT IS THE OUTSTANDING BALANCE?	£

Name of University/College training provider representative:

Name (Please print)

Signature of above named person:.....Date.....

For distance learning, please attach a copy of the letter confirming your place on the course and verifying the cost of course and any grant awarded.

Office Use only: Further action and notes

Date	Action	Officer in Inspire Team
	AWARD:	

Application checked (Inspire officer) Name	Endorsed approved (Inspire Manager) Name
Signature	
Date:	Date:

Learner Agreement

To be completed by the practitioner and the manager/Lead Practitioner and returned to Inspire, Southampton City Council. Settings are advised to take a photocopy of this for their records.

Name of student (please print).....

Setting (childminders please write "childminder").....

I fully understand the requirements of the course I am intending to study, and I

- agree to inform my setting and Inspire if I withdraw from the course.
- agree to inform Inspire if I leave the setting or cease child minding.
- agree to supply my setting a copy of my certificate on completion of the course.
- agree to demonstrate my understanding of equality of opportunity for everyone in my setting and will provide appropriate evidence in my course work/portfolio.
- understand that my details will be held in accordance with current Southampton City Council Data Protection and Freedom of Information Act protocols (for further details please contact the Training Support Officer).
- have read and understood the terms and conditions of this application and accept that I may be asked to repay my award if I breach these.

Signed (practitioner/childminder):

Date: / /

Signed (Manager/ Lead Practitioner).....

Date: / /