

FACT SHEET : 20+ Childcare Discretionary Learner Support Fund Academic Year 2021/22

What Funding is Available?

Discretionary Learner Support Funding is available to support students to meet some of the associated costs of learning including Childcare costs. To be considered for assistance towards external childcare provision, you must have explored the availability of a place with the College's internal childcare facility.

The fund can only use Childcare funding to pay for Childcare with a childminder, childcare provider or a childminder agency that is registered with Ofsted. **The College will only provide childcare funding costs during College core weeks.**

This fact sheet is intended as general guidance only. If you have any queries please do not hesitate to contact a member of the Learner Support Fund Team on:

01744 623230 Town Centre Campus, St Helens.
01744 623594 STEM Centre, Technology Campus, St Helens.
0151 477 5850 Knowsley Campus, Stockbridge Lane, Huyton.
0151 481 4655 IAMTech Campus, Princess Drive, Liverpool.

Please note that funding is limited and cannot therefore be guaranteed. College reserves the right from time to time to review expenditure against the Fund and as a result may alter or close the support package available to students during the academic year.

Who is Eligible?

Generally, students who have enrolled at St Helens College on a programme of Adult Further Education and Skills who are **aged 20** and over at the start of the programme will be eligible to apply for discretionary funds towards childcare costs. There are however some students who may not be eligible due to their residency status or as a result of the type of programme they have enrolled upon, as dictated by the Education and Skills Funding Agency.

Please note that each application is judged on the basis of financial need and therefore awards will vary and not all applicants may be successful. Any award is made subject to satisfactory attendance at College.

Whose Income is taken into Account?

If you live as a single person, including living with your parent(s), only your own income will be taken into consideration. If you live with your spouse/partner your own income and that of your spouse/partner will also be taken into consideration.

Amount of Assistance Available towards childcare costs:

Students without a cohabiting partner:

Income per year (gross)

Up to £25,000 100% Assistance

Students with a cohabiting partner:

Income per year (gross)

Up to £35,000 100% Assistance

How and When to Apply

Application forms are available for collection from the Learner Support Fund Team in Student/Learner Services. When you have fully completed your application form please return it to the Learner Support Fund Team in Student Services who will then check that your form has been completed correctly and that all required information has been provided. You will be notified of the outcome of your application by letter.

We would encourage all students to apply to the Fund at the earliest opportunity in order to ensure that support opportunities are maximised.

Please note, should you also require assistance with the cost of travel, equipment, etc. alongside childcare assistance, **you do not need to complete a separate application form.** The Childcare form may also be used to include additional requirements. **Please see the DLSF factsheet for details of the possible assistance available to you.** The factsheet can be obtained from the Learner Support Fund Team.

How will Assistance be paid?

Approved childcare costs will be paid directly to your childcare provider on a monthly basis, subject to you having satisfactory attendance at College.

**Please note that the maximum amount payable per session is £24 per child.
A session is a morning or afternoon.**

Funding is not available during the following College holidays:

Week Commencing: 25/10/21, 27/12/21, 14/02/22, 04/04/22, 11/04/22, 30/05/22.

Additional Days: 22/12/21, 23/12/21, 24/12/21, 03/01/22, 18/04/22, 02/05/22.

The College will not be held liable for meeting any costs that may arise based on retainer fees charged during periods when the College is closed for holidays and Bank Holidays. Childcare providers are advised to agree payment for retainer costs directly with the student.

Further Information for Learners in Receipt of Welfare Benefits

If you are in receipt of a State Welfare Benefit, any direct payment received from the Discretionary Learner Support Funds/Advanced Learner Loan Bursary may affect the amount of benefit you receive and it is your duty to disclose the amounts received to the appropriate Benefits Agency. Further information is available from Kieron Potter, Student Finance & Welfare Guidance Manager in Student Services, on 01744 623238.

Complaints

The College has a complaints procedure for the receipt of any formal complaint.

Should you wish to make a complaint regarding a 16-19 Learner Support Fund Bursary Application, please contact Angela Dysart, Customer Relations Team Leader (St Helens), on 01744 623227, or Lesley Bryan, Learner Services Manager (Knowsley), on 0151 477 5850 in Learner Services who will advise you of the Complaints procedure.



St Helens College



FACT SHEET : 20+ Childcare Discretionary Learner Support Fund
For Learners aged 20 or over on the First Day of Learning
Academic Year 2021/22

Complete this form in **BLACK INK** and in **BLOCK CAPITALS**
Answer all of the questions in the order that they appear, following any instructions accordingly.
Make sure you sign and date the application form.

You will need to provide photocopies of evidence where you see this symbol.

Section 1: Your Personal Details

Your title (tick **one** box only) Mr Mrs Miss Ms Other

Your first names Your surname

Your gender Male Female Age on 31/08/2021

Your date of birth (DD/MM/YY)

How long have you lived in the UK/EU without any restrictions on your stay? (years)

Are you an Asylum Seeker? Yes (Refer to Kieron Potter) No

Your Home Address

Post Code:

Email Address

Your telephone number

Your mobile number

Section 2: About your Partner

Do you live with your partner?

(A partner is defined as someone you are married to/have a civil partnership with, or live with as though you are married to/have a civil partnership with)

Yes Please complete the remainder of this section No






First Name Surname

Section 3: About your Financial Circumstances

Please make sure that you provide photocopies of the relevant evidence where you see this symbol 



Do you (and/or your partner if you live with one) receive of any of the following benefits?

Please tick the relevant box(es) below and provide a photocopy of your evidence of entitlement to this benefit. This evidence should be in the form of a letter (no older than 3 months), from either the Jobcentre Plus, the Pension Service, or the D.W.P. If your evidence is older than 3 months old please also provide a current bank statement showing current receipt of benefit.

- | | | |
|---|--------------------------|---|
| Income Based Job Seekers Allowance | <input type="checkbox"/> |  |
| Income Support | <input type="checkbox"/> |  |
| Guaranteed Element of State Pension Credit | <input type="checkbox"/> |  |
| Income Related Employment & Support Allowance | <input type="checkbox"/> |  |
| Universal Credit (provided the annual combined net earnings and the amount of Universal Credit, after deductions, as stated on the UC Award Statement are below the stated income levels) | <input type="checkbox"/> |  |

NOTE: If you have ticked any of the above categories now go straight to Section 4

If not, are you (and/or your partner if you live with one) in receipt of Working Tax Credit or Child Tax Credit for the year 2021/22?


- | | | | |
|-----|--------------------------|---|---|
| Yes | <input type="checkbox"/> | Please provide your full Tax Credits Award Notice for 2021/22 |  |
| No | <input type="checkbox"/> | I/We are in employment but we are not eligible for Tax Credits.
Please provide evidence of gross taxable income for 2020/21.
i.e P60's for you and your partner, if you have one. |  |
| No | <input type="checkbox"/> | I/We are not in employment and I/we are not eligible for Tax Credits.
Please make an appointment with the Student Finance & Welfare Guidance Manager before submitting this application. | |

Section 4: Advanced Learner Loans Bursary Applicants ONLY

Is the course on which you have enrolled eligible for an Advanced Learner Loan?

- Yes No (please go direct to section 5)

Have you been approved and taken out your Advanced Learner Loan through Student Finance England?

- | | | | |
|-----|--------------------------|--|---|
| Yes | <input type="checkbox"/> | Please provide a copy of your Advanced Learner Loan Award Notice and continue to Section 5 |  |
| No | <input type="checkbox"/> | Please make an appointment with the Student Finance and Welfare Guidance Manager to discuss your requirements further. | |

Section 5: Course Details & Timetable

(To be completed by your Personal/Course Tutor)

Course Title:

Level of Course Name of Tutor

Start date End date

Year of study 1 2 3 Resit Campus

To your knowledge has the student been required to attend this programme of study at the College by the Jobcentre Plus?

Yes No

To your knowledge has the student received any other financial assistance from any other means to attend this course?

Yes No

If Yes, please give details including amounts awarded

Please enter the start and finish times in the timetable below to confirm when the student is due to attend classes on your course. Please also include compulsory work placement sessions by indicating 'P' on the Placement Days.

	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
Finish Time					

Date learner commenced programme this academic year

Expected end date of learner

Does the applicant need to undertake a compulsory work placement?

Yes No

PLEASE PROVIDE THE NAME AND ADDRESS OF STUDENTS PLACEMENT

Tutor Name:

Tutor Signature:

Date:

Section 8: iPad/Laptop Loan Scheme

NOTE: The iPad/Laptop Loan Scheme is **not available** to Advanced Learner Loan Students.

Which do you wish to loan?

Laptop

iPad

To be completed by Course Tutor.

Please state why the student would benefit from the loan of an iPad/laptop. Please ensure that this includes the reasons why this item is required to complete the programme i.e. the academic justification.

Name of Tutor:

Signature of Tutor:

Date:

Section 9: Supporting Statement

What avenues of assistance towards childcare have you explored prior to this application e.g. if you live with a partner and it would be unreasonable for them to look after your child(ren), please tell us why:

In order to be considered for assistance towards external childcare costs, you must have explored the availability of a place with the College's internal childcare provision.

I am ABLE to provide internal childcare provision for this applicant:

Signed:

Date:

I am UNABLE to provide internal childcare provision for this applicant as Breakfast/After School Club ONLY is required:

Signed:

Date:

I am UNABLE to provide internal childcare provision for this applicant:

Signed:

Date:

Section 10: Student Undertaking

- I confirm that I am not in receipt of a waged apprenticeship or in receipt of any funding from the (DWP) Department of Work and Pensions towards childcare whilst attending college.
- I confirm that the information given on this form is accurate and complete and that falsification on this form could lead to disciplinary action/prosecution.
- **I give my explicit consent to the release of information regarding payment of childcare costs to the childcare provider stated on this application.**
- I agree to repay any outstanding monies to my childcare provider if I leave/complete my course prematurely.
- I understand that random checks are made on individual applications.
- Any monies paid to me through this Fund will be on the basis of a signed, satisfactory attendance certificate being submitted.
- I undertake to inform a member of the Learner Support Fund Team of any changes to the information provided within this form.
- I give my explicit consent to the processing of the information contained in this form. The information will be used for the purpose of processing this application only.
- The information I have provided on this form is correct and I agree to observe the rules and regulations of the College. I agree to St Helens College processing personal data contained in this form, or other data which the College may obtain from me or other people, for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason.

How We Use Your Personal Information

This privacy notice is issued by the Education and Skills funding Agency (ESFA), on behalf of the Secretary of State For the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of the relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed, after it is no longer required for these purposes. Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where law allows it and the sharing is in compliance with the data protection legislation. The English European Social fund (ESFA) Managing authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Further information about the use of and access to your personal data, details of organisations with whom we regularly share data, are available at: www.gov.uk/government/publications/esfa-privacy-notice

I have read and agree to the terms and conditions of the Learner Support Fund/Advanced Learner Loan Bursary Fund. By typing your name in the spaces provided you are deemed to have signed this document.

Signed:

Date:

Print:

PLEASE NOTE: Remember to ensure that your Childcare Provider completes Section 11 of this Application Form

Section 11 - Childcare Declaration

(To be completed by the person looking after your child[ren])

Name of Childcare Provider:

Address:

Name of primary contact:

Email Address:

Telephone number

Either, Ofsted Inspection number:

OR Unique School Reference number:

Details of the Child(ren) for whom childcare is required:

First Name

Surname

Date of Birth

Age

First Name	Surname	Date of Birth	Age

If you care for more than three children please attach their details on a separate sheet.

Attendance Pattern and Fees for the children mentioned above:

This could be cross checked against the tutor's declaration in Section 5. The College will only consider applications where the learner is expected to be in class or on a compulsory unpaid work placement.

Date (2021-22) child commenced attendance with childcare facility:

Child 1

	Mon	Tues	Wed	Thurs	Fri
Start Time					
Finish Time					
Cost (each specified day)					
Cost (College holidays)	THIS WILL NOT BE PAID BY THE LEARNER SUPPORT FUND				

Child 2

	Mon	Tues	Wed	Thurs	Fri
Start Time					
Finish Time					
Cost (each specified day)					
Cost (College holidays)	THIS WILL NOT BE PAID BY THE LEARNER SUPPORT FUND				

Child 3

	Mon	Tues	Wed	Thurs	Fri
Start Time					
Finish Time					
Cost (each specified day)					
Cost (College holidays)	THIS WILL NOT BE PAID BY THE LEARNER SUPPORT FUND				

I understand that:

- This form is an application for support – and **not a guarantee** that the application will be approved.
- If the application for the support is successful, I will be informed of this **in writing** by the College.
- The maximum amount payable per session is £24.00 per child. A session is a morning or an afternoon.
- **I am not receiving funding for this childcare from any other source e.g. free early education places or child tax credits and I will tell the College's Learner Support Fund Team immediately if I receive funding from any other source for this childcare.**
- If the fees increase, the College will not necessarily agree to increase the amount of funding available.
- **I/we will inform St. Helens College immediately if my/our childcare provider / childminder agency becomes de-registered by Ofsted or the Care Quality Commission.**
- Contributions will only be made for the weeks that the student actually attends College.
- **Retainers will not be paid during the College holidays and summer break.**

Funding is not available during the following College holidays:

Week Commencing: 25/10/21, 27/12/21, 14/02/22, 04/04/22, 11/04/22, 30/05/22.

Additional Days: 22/12/21, 23/12/21, 24/12/21, 03/01/22, 18/04/22, 02/05/22.

- Due to the complexities of the fund, delays in receiving payment may occur.
- **THIS DOES NOT CONSTITUTE A CONTRACT BETWEEN THE COLLEGE AND THE CHILDCARE PROVIDER.**

By typing your name in the spaces provided you are deemed to have signed this document.

Signed:

Print:

Date

**To be completed and signed by the person
looking after your child(ren).**