Learner Support Programme

Sixth Form College Childcare Scheme Guidance 2008/09

June 2008

Of interest to stakeholders involved in delivering the Sixth Form College Childcare Scheme
Further information
Further information on the scheme is available from the following sources:

Learning providers can contact the Learner Support Service for advice in administering the scheme on 0845 600 7979.

Learners should be directed to the Learner Helpline on 0800 121 8989.

Alternatively the Learner Support Service can be contacted via e-mail at 6FCC@liberata.com

Learner Support Directorate
Learning and Skills Council
(National Office)

The Straddle
Victoria Quays
Wharf Street
Sheffield
S2 5SY

T: 0845 019 4171
www.lsc.gov.uk
Introduction

This document contains guidance for providers who are involved in delivering the Sixth Form College Childcare Scheme (6FCC) in 2008/09.

This guidance is aimed at key stakeholders involved in the delivery of the Sixth Form College Childcare Scheme including learning providers, childcare providers, partners delivering information, advice and guidance (IAG), the Learner Support Service (LSS) that provides helpline, assessment and payment services for the scheme, and Learning and Skills Council (LSC) colleagues at an area, regional and national level. This guidance sets out the roles and responsibilities of those involved in the delivery of the Sixth Form College Childcare Scheme and how to get the best from it.

June 2008
Foreword

This guidance sets out what providers should do to operate the Sixth Form College Childcare Scheme for academic year 2008/09 and how to get the best from it. It is not intended to offer definitive advice on every possible situation but it does offer a framework within which providers can make sensible decisions based on Sixth Form College Childcare policy and provider’s own experience of dealing with learners.

There are also two telephone helplines to provide support to providers, and to young people and their parents or carers. These are:

- Learning provider helpline: 0845 600 7979
- Learner helpline: 0800 121 8989

Key updates for 2008/09

- The learning provider must verify the date of birth of the learner
The Learner Support Service (LSS)

As many of you are aware, the way in which we administer the nationally delivered elements of the Learner Support Programme (Education Maintenance Allowance (EMA), Adult Learning Grant (ALG), Care to Learn, Dance and Drama Awards, Sixth Form College Childcare Scheme and Residential Support Scheme) is changing. Many of you have been keeping up to date with developments through our e-bulletin http://www.lsc.gov.uk/providers/moneytolearn/lss/ebulletins

What is changing?
The EMASYS system, previously used for EMA, and the EMS system previously used for ALG, will be replaced by the new Learning Provider Portal (LPP) before the end of September.

The LPP will be very similar to the old EMASYS system so existing users will find the appearance and navigation familiar. We are providing training and support materials to help those who are not familiar with EMASYS.

The Learning Provider Portal is web-based and we will send EMASYS users details of their username and password prior to the system being made available.

What help is available to support me?
We are developing a number of resources to help you with using the new system:

Operational Manual – with detailed guidance on using the LPP

Handy Hints – containing hints and tips on using the LPP

Quick Start Guide – a brief overview of how to use the LPP

These will be available later in the summer. Please check the Learner Support Service section of the website http://www.lsc.gov.uk/providers/moneytolearn/lss/ for the most up to date information.

We are also running a series of training seminars across the country to provide an end-to-end walkthrough of the new system. The objectives are:

- To explain the operation of the Learner Portal and the Learning Provider Portal
- To highlight the key differences between EMASYS, ALG system and the Learning Provider Portal
- To reinforce the availability of the new channels for application; i.e. on-line and telephone supported.

If you want to find out more about when and where the events are being held, please go to www.livegroup.co.uk/lssportals

Additional support
The Learner Support Service Provider Helpline number will also be on hand to help with your queries on 0845 600 7979.

A dedicated Field Force is also being developed to provide information, support and advice to learning providers and stakeholders. More information about this is in the May edition of the e-bulletin http://www.lsc.gov.uk/providers/moneytolearn/lss/

Sixth Form College Childcare Scheme administration 2008/09
Sixth Form College Childcare will be integrated into the LPP later in 2008/09. In the interim period the Sixth Form College Childcare scheme will be administered by the LSS in the usual way, using the manual systems set out in this guidance.

This guidance will be updated at that time to advise learning providers and childcare providers of the changes, which will include an on-line attendance monitoring system for learning providers and childcare providers.
Background

The Sixth Form College Childcare Scheme was rolled out nationally in 2003 and is a strand of the Learning and Skills Council’s Learner Support Programme, which exists to remove finance as a barrier to participation in learning.

A maximum award of £160 can be made per child per week (£175 if the parent is living in London). This can include the payment of travel costs to and from the childcare provider within the weekly maximum where required.
Eligibility

**Learner**
The learner must be:

- aged 20 or above on the day that learning starts (Sixth Form College Childcare is payable for the duration of the learning programme to a maximum of 3 years)
- the main carer for a child under 15 years of age (or under 16 if they are disabled)
- studying a course that is funded by the Learning and Skills Council
- using OFSTED registered childcare; and
- have a joint household income below £50,502 for the previous tax year.

**Course**
The course must be full or part-time learning at a school sixth form or sixth form college and must be funded by the Learning and Skills Council.

There are no requirements around course length, duration or level.

**Income assessment**
When determining the level of any childcare and travel assistance, details of your income for the previous tax year will be taken into account as follows:

- if you are a lone parent not living with your child(ren)’s other parent, only your own unearned income details will be required;
- if you are married or co-habiting with your child(ren)’s other parent, details of your own unearned income and any income of your husband/wife or partner will be required.

Examples of unearned income:

a) Bank and/or Building Society Interest (net)
b) Income from Property
c) Income from Maintenance Payments
d) Pension (after tax deductions)
e) State Benefits

The following table shows the level of childcare that will be paid for full-time learners taking your income into account. Full-time courses are those involving 15 hours or more of guided learning.

The full-time learning income assessment matrix is shown below.

Learners attending part-time courses may qualify for pro-rata payments based on the number of guided learning hours studied, e.g. if you attend college for 10 hours per week, the maximum weekly amount you could receive for each child is £106.66 (10/15 of £160) or £116.66 (10/15 of £175 – London Boroughs).

Evidence to be submitted for income assessment purposes can include Tax Credit Award Notice (TCAN), P60, evidence of benefits received etc.

**Residency**
The learner should satisfy the residency requirements issued by the LSC for payment of Learner Support Funds (now known as Discretionary funding, including hardship, adult childcare and residential bursaries) for students aged 20 and over and has been accepted onto a publicly funded course in England. This document can be downloaded from the LSC website at: http://readingroom.lsc.gov.uk/lsc/National/nationalfundingguidancerequirements200809-may08.pdf

<table>
<thead>
<tr>
<th>Child’s Parental Income</th>
<th>% of Childcare Support given per week per child</th>
<th>% of Childcare Support given per week per child (London Boroughs*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below £30,502</td>
<td>100% up to a maximum of £160</td>
<td>100% up to a maximum of £175</td>
</tr>
<tr>
<td>£30,502 - £35,501</td>
<td>80% up to a maximum of £128</td>
<td>80% up to a maximum of £140</td>
</tr>
<tr>
<td>£35,502 - £40,501</td>
<td>60% up to a maximum of £96</td>
<td>60% up to a maximum of £105</td>
</tr>
<tr>
<td>£40,502 - £45,501</td>
<td>40% up to a maximum of £64</td>
<td>40% up to a maximum of £70</td>
</tr>
<tr>
<td>£45,502 - £50,501</td>
<td>20% up to a maximum of £32</td>
<td>20% up to a maximum of £35</td>
</tr>
<tr>
<td>£50,502 and above</td>
<td>Nil</td>
<td>Nil</td>
</tr>
</tbody>
</table>
How to Apply

An application form can be obtained in a variety of ways

- request a copy by telephoning the Learner Support Service (LSS)
  Provider Helpline – 0845 600 7979
  Learner Helpline – 0800 121 8989

or

- request a copy by emailing the LSS at 6FCC@liberata.com
- the learner can request a copy from the learning provider

The application form must be completed and signed by the parent, the learning provider and the OFSTED registered childcare provider.

The childcare provider must include a copy of their OFSTED certificate with the application form.

Completed application forms should be returned to:

Learner Support Service
FREEPOST PLUS RRTB-CBRY-HYJY
Darlington
DL1 4WD

The LSS will assess the application for the Sixth Form College Childcare Scheme and verify the validity of the childcare provider. The LSS will issue a payment plan (see Annex 1) to the parent, the childcare provider and the learning provider to confirm the amount to be paid each week for childcare and the amount to be paid for travel if applicable.

Applications are normally turned around within 3 weeks.

During 2008/09 a system of on-line and telephone applications will become available to complement the paper application routes. Learning Providers will be advised and this guidance will be updated with information on this when appropriate.
Roles and Responsibilities

Learning provider:

The Learning Provider must:

- verify the learner’s eligibility to receive the Sixth Form College Childcare Scheme by checking the child’s birth certificate or benefit book – a copy of either should be retained for audit purposes;
- verify the age of the learner;
- complete and sign the learning provider section on the application form to confirm the provider and course details;
- ensure that any costs claimed for travel between home and the childcare provider are reasonable based on their local knowledge;
- ensure that the parent is not double-claiming for travel costs to their childcare if they are in receipt of any other travel support for learning eg free travel pass, weekly bus pass etc;
- reimburse all due travel payments to the learner in a timely fashion that does not prohibit the parent from travelling to their childcare provider;
- complete and return monthly attendance monitoring forms;
- notify the Learner Support Service (LSS) immediately if the learner ceases to attend; and
- notify the LSS immediately if they discover that the parent’s childcare provider has been de-registered by OfSTED.

Childcare provider:

The Childcare Provider must:

- complete their OFSTED registration details and sign the childcare provider section on the application form;
- complete and return monthly monitoring forms to the LSS to confirm that the child is still in receipt of childcare from them;
- notify the LSS immediately if the provision of childcare ceases;
- notify the LSS immediately if they become de-registered by OfSTED;
- confirm that they are not receiving funding for this childcare from any other source eg Nursery Education Grant, the childcare element of Working Tax Credits, employed Work-Based Learning status; and
- ensure that they are charging the parent the same rate of fees as those charged to other parents.

Learner Support Service:

The Learner Support Service will:

- assess the application for the Sixth Form College Childcare Scheme and verify the validity of the childcare provider;
- issue a payment plan to the parent, the childcare provider and the learning provider to confirm the amounts to be paid each week for childcare and the amount to be paid for travel if applicable;
- make payments to childcare providers direct in advance by BACS payment;
- pay the learner’s travel costs to the learning provider who will reimburse the learner appropriately;
- provide a telephone helpline service to parents, learning providers, childcare providers and all other stakeholders.
Assessment and Payment Plan

Assessment and Payment Plan
Assessment calculations will be made from the childcare start date to the end date of the childcare. We would not expect the childcare to start more than 5 days before the learning starts nor finish more than 5 days after the learning has ended. This does not prevent the use of retainers between the end of one learning period and the beginning of another (e.g. Sixth Form College Childcare will be paid during the summer holidays to secure a childcare place if the young parent returns to learning).

Weekly retainers can be paid but within the £160 per week maximum (£175 in London).

Sixth Form College Childcare will support childcare hours in reasonable excess of learning hours to support the parent with private study time.
Attendance

Learning Provider’s Attendance Returns
A monthly attendance monitoring form (please refer to Annex 2) will be sent to learning providers on the last Friday of every month in respect of that month’s attendance.

If the learning provider’s attendance monitoring form is not returned to the LSS within 3 weeks of being sent out, the LSS will issue a letter to the learning provider requesting the attendance return and warning that otherwise the future of Sixth Form College Childcare support may be at risk.

If there is no response to these reminders, the learning provider or parent should be contacted by phone to establish the position.

Learning providers and childcare providers must immediately notify the LSS if the parent has stopped attending the course or has removed their child from childcare.

Childcare Provider’s Attendance Returns
A childcare provider’s attendance monitoring form, including a remittance advice, will be issued every month for the childcare provider to sign to confirm the child is still in attendance and to confirm that the parent has not given notice to the childcare provider. This will provide the basis for continued payment or notice where applicable.

If the childcare attendance monitoring form is not returned to the LSS within 3 weeks of being sent out, a reminder will be issued warning the childcare provider that the next month’s payment will not be issued unless the monitoring form is returned. Where no return is received after 2 months and the LSS has further pursued the childcare provider, then cases will be referred to the LSC for investigation.

Childcare payments will continue to be made until the parent reaches the end of their course date, unless the learning provider or childcare provider monitoring return shows that the parent has ceased to attend the course or to use the childcare before the stated end date.

Where the childcare provider’s monitoring form, or another communication indicates the child has stopped attending, one final payment of childcare may be issued to cover one month’s fees from the date the child stopped attending, to cover the childcare provider’s costs. The parent will receive notification that Sixth Form College Childcare funding has stopped.

Learning Provider’s Travel Payment Remittance
A learning provider remittance will be issued every time a travel payment has been paid. The learning provider should sign and return this to confirm the parent is attending and using part of their weekly Sixth Form College Childcare allowance for travel support. Where these are not returned follow-up action should be taken prior to the next payment. Where no return is received after 2 months and the LSS has further pursued the learning provider, the case should be referred to the LSC for investigation.
Recovery of Overpayments

Where Sixth Form College Childcare is paid in error following a parent ceasing learning, recovery action will be taken.

If the LSS becomes aware that Sixth Form College Childcare payments have been made inaccurately, for example, because of failure to disclose information on the part of the learner, a misrepresentation of data, or processing errors etc they will take recovery action. There is a responsibility on the learner, the learning provider and the childcare provider to notify the LSS of any potential overpayments.

Recovery action will be taken where overpayments of childcare or travel monies are made because of the learning provider, childcare provider or young parent failing to notify the LSS promptly of any changes.
Links with Other Support

- Learners receiving Sixth Form College Childcare may also be eligible for the Adult Learning Grant.
- The learner must not be receiving support from other sources for the costs of childcare and travel that are being claimed through this scheme.

Marketing and Support Materials

The following marketing and support materials are available for Sixth Form College Childcare Scheme in 2008/09. The marketing and support materials change each year and we ask providers to remove old stock and replace with new stock as soon as possible each year.

- **Financial Help for Adults** – A small booklet giving outline information about the financial help available to adults (19+) in learning (ref no LSC-P-NAT-070147).

Printed copies of the booklet can be ordered by contacting LSC Publications as follows. Please quote the relevant reference number when ordering.

Post:
LSC Publications
PO BOX 5050
Sherwood Park
Annesley
Nottingham NG15 0DJ

Phone: 0845 602 2260
Fax: 0845 603 3360
Minicom: 0845 603 3360
Email: lsc@prolog.uk.com

Point to Note

Sixth Form College Childcare support is paid to childcare providers on behalf of parents, the application is made in the name of the parent and it is their responsibility to ensure that the childcare provider and learning provider have completed their part of the application process.

Sources of Further Information

Sixth Form College Childcare website:
www.direct.gov.uk go to: Education and Learning; Adult Learning extra Financial Help for Adult Learners; help with childcare costs: sixth form students aged 20 plus

Provider Helpline number: 0845 600 7979
Learner Helpline number: 0800 121 8989
Helpline email address: 6fcc@liberata.com

Audit Requirements

Details of audit requirements will be published shortly as Annex 4 to this Guidance.
# Annex 1: Copy of Payment Plan

## Payment Schedule

Print Date: 7/25/08

### Schedule of payments for:

Sixth Form College Childcare  
Freepost RRUB-BEXE-TJLK  
Learner Support Service  
Darlington  
DL1 4WD

### Parents name: 

Learners please call: 0800 121 8989  
Providers please call: 0845 600 7979  
Fax: 0161 834 7428

### Course: Business & Admin NVQ2

Childcare Provider: Dinky Ducks Day Care (Gosport)

<table>
<thead>
<tr>
<th>Child Name</th>
<th>Payment Due Date</th>
<th>Amount</th>
<th>Payment Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1, September, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>8, September, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>15, September, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>22, September, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>29, September, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>6, October, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>13, October, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>20, October, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>27, October, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>3, November, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>10, November, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>17, November, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>24, November, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>1, December, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>8, December, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>15, December, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>22, December, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>29, December, 2008</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>5, January, 2009</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>12, January, 2009</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>19, January, 2009</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>26, January, 2009</td>
<td>£ 70.00</td>
<td>Childcare</td>
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</tr>
<tr>
<td></td>
<td>2, February, 2009</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>9, February, 2009</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>16, February, 2009</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>23, February, 2009</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>2, March, 2009</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>9, March, 2009</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>16, March, 2009</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>23, March, 2009</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td></td>
<td>30, March, 2009</td>
<td>£ 70.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
</tbody>
</table>

**Grand Total:** £2,170.00
Learner Attendance Monitoring 2008/2009
Sixth Form College Childcare

IN CONFIDENTIALITY

You will recall that as a learning provider supporting young parents on the Sixth Form College Childcare scheme you agreed to confirm monthly attendance returns. This return is seeking confirmation that the following young parents are still engaged in a programme of learning at the end of September 2008 and are eligible for assistance with their childcare and associated travel costs. In this case please enter "Y" or "N" if not in learning in Column B.

Where this is not the case please indicate so by entering the last date the learner attended in Column C. We will review the young parent’s application and cease funding in due course.

Information in Column A advises if there is a known query about the learner’s assessment or entitlement or if the learner is already known to have withdrawn from study. An entry "Support Agreed" shows that an assessment has been made and payments have been or will be made.

This form should be completed by an appropriate officer within your establishment that has access to student attendance and performance records.

<table>
<thead>
<tr>
<th>Student's Full Name</th>
<th>Childcare Ref</th>
<th>Date of Birth</th>
<th>Course Name</th>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Application Status</td>
<td>Student is in Learning (Y/N)</td>
<td>Date Learning Granted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Support Agreed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please return the completed form within 2 weeks so that we can issue the next childcare and travel payment, as appropriate

Declaration to be signed by Learning Provider:

I confirm the above attendance monitoring information is correct.

Signed: ___________________ Name: ___________________ Position in Organisation: ___________________

Date: ___________________ Telephone Number: ___________________

Please return the completed form to: Sixth Form College Childcare, Freeport RRUB-SEXCE-TALK, Learner Support Service, Darlington, DL1 4XD or alternatively you can fax the completed document to: 0101 134 7428. Telephone enquiries to Providers Line: 0450 502 2005.

03/10/2008
Annex 3: Childcare provider remittance/monthly attendance monitoring form

Sixth Form College Childcare Scheme Guidance 2008/09

CP0000921012

Leading learning and skills

6FCC Childcare Team
CARE TO LEARN
P.O Box 4120
Manchester
M60 3YB
Tel: 0845 602 3980
6FCC@liberata.com

Sixth Form College Childcare (6FCC) payments

Remittance for payment made by BACS on 02/07/2008 for Childcare costs.
Please find enclosed the details of the payments paid to you for students who are in receipt of funding whilst they continue their program of education.
Payments are made in advance on a monthly basis and cover the dates indicated on the following page(s). Should childcare costs you must notify us immediately in order for us to cancel all future payments, and if appropriate, we will arrange payment for any notice period that may be due to you.

<table>
<thead>
<tr>
<th>Student name - Child's Name</th>
<th>Date of Birth</th>
<th>Amount</th>
<th>Payment for: (week beginning)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>40.00</td>
<td>21/07/2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td>40.00</td>
<td>28/07/2008</td>
</tr>
</tbody>
</table>

TOTAL: 80.00

If any of the learners have left their studies, please show their details below:

<table>
<thead>
<tr>
<th>Student name - Child's Name</th>
<th>Date of Birth</th>
<th>Date you stopped providing childcare</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BACS payments should reach your bank account within 3 to 5 days.
DECLARATION - to be signed by the childcare provider:

I acknowledge receipt of the above payment and certify that I am still providing childcare for the learner(s) on the following page(s):

Signed _________________________ Date _________________________

Name _________________________ Contact Tel no _________________________

Job Title _________________________

If you need any help or advice please ring the Care To Learn helpline on 0845 602 3980.

Yours sincerely,
6FCC Childcare Team
On behalf of the Learning and Skills Council.
Annex 4: Audit requirements

Details of audit requirements will be published shortly as Annex 4 to this Guidance.