Guidance Notes for Care to Learn
Year 2009/10
Helping you fill in the Care to Learn 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

Here are some general tips

• Use a black pen and write in CAPITAL LETTERS
• Write as clearly as you can. If we cannot read the form, we will send it back to you
• Mark boxes clearly, like this: X
• When all sections of the form have been completed, check that you have enclosed all the evidence we have asked for. A checklist is available at the front of the form to help you with this.

If you read these notes and still have questions, or need more help:

• Call us on 0800 121 8989 between 07:00 and 20:00 Monday to Friday
• Contact your Connexions adviser. If you need help finding a Connexions adviser, contact Connexions Direct on 080 800 13219
• Alternatively, visit our website at www.direct.gov.uk/caretolearn.
About Care to Learn

Who can claim Care to Learn? 3
How to contact us 4
How to claim Care to Learn 4
How much support is available? 5
Change of Circumstance 5
Summer Retainer 5

Helping you fill in Part A – Young Parent’s Personal Information 6

Question A5: Date of birth 6
Questions A12, A13: Equal opportunities monitoring 6
Question A14: Support Worker details 6
Questions A15, A16: Travel details 7
Question A17-A20: Residency conditions 7
Question A21: Free Nursery Education Places 9
Question A22: Young Parent’s declaration 10

Helping you to fill in Part B - Learning Provider Details 11

Question B1: Learning Provider details 11
Question B2: Learning Provider contact 11
Question B3: Name of course (including note on age of learner) 11
Question B5: Number of learning hours 12
Question B6, B7: Term Dates 12
Question B8: Learning Provider BACS details 12
Question B9: Learning Provider declaration 12

Helping you to fill in Part C - Childcare Provider Details 13

Question C1: Details of Childcare Provider 13
Question C2: Children’s details and childcare dates 14
Question C3: Care by relatives 14
Question C4: Childcare placement details 14
Question C5: Free Nursery Education Places 15
Question C7: Childcare Provider fees 15
Question C8: Childcare Provider BACS details 15
Question C9: Childcare Provider declaration 15
Who can claim Care to Learn?

Your age
To be eligible for this scheme, you must be aged under 20 on the date your learning starts.

Care to Learn funding will not stop when you reach your 20th birthday, but will continue to the end of the specific course or programme of learning you state on your application form. You will need to complete a new application form for each year that you want to claim Care to Learn.

Learners are eligible for Care to Learn if they are under 20 on the date their course or programme of learning starts. Support from the scheme will not stop when you reach 20, but will continue until the end of the course or programme of learning stated on the application form. If a course spans more than one year it is important that you state this on the application form. For example if you are 19 and wish to undertake a two year A level course, with an AS level being completed after one year, the application form must give details of the two year A level course to enable Care to Learn to fund your childcare costs for the whole two year course.

Your course
To be eligible for this scheme, you must be undertaking a course that has some public funding. Speak to your Learning Provider for advice about this.

You will not be eligible for Care to Learn if your childcare is being funded from another source, e.g. the childcare element of Working Tax Credits, Childcare payments through European Social Fund (ESF) funded programmes of learning and Free Nursery Education Places.

The table below sets out which courses are eligible or not eligible for Care to Learn.

### Courses eligible for Care to Learn
- Pre-16 compulsory education
- Tasters and short courses
- Non-accredited courses within the community
- Further Education (FE) courses
- 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 Care to Learn will only be payable if the course counts as FE. Your Learning Provider will be able to tell you if you are following an FE course.

- Foundation HE courses where they are followed at an FE institution, e.g. BTEC Diploma
- Apprenticeship courses where the young parent is on trainee (non-employed) status, i.e. Entry to Employment (e2e), Programme led Apprenticeships (PLA)
- Activity Agreements currently being piloted by Department for Children Schools and Families (DCSF).

### Courses not eligible for Care to Learn
- Higher Education (HE) courses in an HE institution or Further Education (FE) institution, e.g. courses leading to a first degree, HND, HNC, Diploma in HE, Foundation Degree or Initial Teacher Training (ITT)
- Apprenticeships where the young person is on employed status
- Privately funded learning, e.g. in independent institutions
- Voluntary work
- Distance learning and e-learning courses

If you are not sure if Care to Learn is payable for your course, speak with your Learning Provider or contact us on 0800 121 8989.
Your Childcare Provider
The Childcare Provider that you use must be registered with Ofsted on the compulsory part of the General Childcare Register and/or the Early Years Register. If you wish to use a Childcare Provider who is related to the child (for example a grandmother or aunt), the Childcare Provider must be registered with Ofsted as above, and must be providing childcare services for other children who are not related to them.

The types of childcare eligible for Care to Learn are currently under review and may change in the future.

Other important information
• You must live in England to be eligible for Care to Learn
• You must meet the residency conditions set out on pages 7-9
• You must be the main carer of your child.

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 (because, for example, they are working)
• the other parent is not claiming the childcare element of Working Tax Credit.

If you have more than one child, you can get help for each of them.

How to contact us

Our address: Freepost RSAX-RXXK-GZBZ, LEARNER SUPPORT SERVICE, MANCHESTER, M3 3JZ
Our phone number: 0800 121 8989
Our website: www.direct.gov.uk/caretolearn
By email: C2L@capita.co.uk

How to claim Care to Learn

• please use a 2009/10 application form for learning that starts from 1 September 2009. For learning that starts before this date, you should use a 2008/09 application form. You should submit your application as early as possible
• you must fill in Part A of the form. Fill in the form as honestly and completely as you can
• if you make a mistake, make sure your changes are clear. Do not use correcting fluid
• you must get your Learning Provider to fill in Part B and get your Childcare Provider to fill in Part C
• once the form is complete, make sure your Childcare Provider has included a copy of their current Ofsted certificate and send it with your completed form to us
• if your application is accepted, we will send you and your Childcare Provider a Notice of Entitlement (NoE) and a payment plan to tell you how much your Childcare Provider will be paid over what period of time. If you are claiming travel costs, we will send details to you and your Learning Provider of the amount being paid
• if your application is rejected, we will write and tell you why.

IMPORTANT: Backdating payments
If we receive your application before or within 28 days of you starting your course or learning programme, you may be entitled to backdated payments to the start of your course or learning programme. If we receive your application after the 28 day period, payments will be backdated to the beginning of the week that your application is received.

Care to Learn payments cannot be made until we have received all the information necessary to process your application.

NOTE: If you claimed Care to Learn last year, this is a change you need to be aware of.
How much support is available?

- Care to Learn will pay up to £160 per child per week (or £175 per child per week in London) to cover the costs of childcare and associated travel. A list of the London boroughs is given below:


- Payments for childcare will be made directly to your Childcare Provider
- You could also receive help towards your travel costs. If you need help with the cost of travel between home and your Childcare Provider, you must let us know how much you need by answering question A15 and A16 on the form
- Payments for travel costs will be paid to your Learning Provider who will then pass the money on to you.

Change of Circumstance

If your circumstances change during your programme of learning please request a Change of Circumstance form by calling 0800 121 8989.

We should be notified where the following circumstances change:

- your personal details
- childcare fees for existing Childcare Provider
- Childcare Provider details
- additional Childcare Provider
- Learning Provider details
- travel costs between childcare and home have changed or you wish to claim these for the first time
- name of course/learning programme
- number of hours attending learning/childcare
- Childcare Provider/Learning Provider bank details

Summer Retainer

If your learning lasts for more than one academic year and your Childcare Provider requires a retainer payment to keep your childcare place(s) open over the summer holiday period, please request a Summer Retainer form by calling 0800 121 8989.

Please send the Summer Retainer form to us before the start of the summer holiday period to ensure that the payment is made to your Childcare Provider in good time.

Any Summer Retainer forms for Summer 2009 received after 1 September 2009 will not be paid.

Any Summer Retainer forms for Summer 2010 received after 1 September 2010 will not be paid.
Helping you fill in Part A

**Question A5**

**Date of birth**

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

29 05 1991

**Questions A12, A13**

**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. You do not have to answer the questions – it will not make any difference to your application.

**Do you consider yourself to have a disability?**

The Disability Discrimination Act 1995 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.

*What are ‘normal daily activities’?

At least one of these areas must be substantially affected:

- mobility
- manual dexterity
- physical co-ordination
- continence
- ability to lift, carry or move everyday objects
- speech, hearing or eyesight
- memory or ability to concentrate, learn or understand
- understanding of the risk of physical danger.

**Question A14**

**Support Worker details**

You may have a support worker who is helping you with your application for Care to Learn and/or finding childcare and learning to suit you. For example a Connexions PA, teenage pregnancy adviser or support worker, or other adviser.

If you complete their details in this section we will send them a copy of each 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 see these guidance notes.
Travel costs may be paid to help you pay for travel between your home and your Childcare Provider and back, but the total of the childcare and travel costs you claim must not be more than the weekly maximum allowed for Care to Learn - £160 per child per week (or £175 per child per week in London).

If you need support with the cost of travel you must let us know how much you need by filling in this part of the form. You should only claim for any additional travel costs that are necessary to take your child(ren) to and from childcare.

For example, if your usual return journey from home to college costs £4 per week and you have to pay a total of £10 per week to also take your child to and from childcare, you should claim £6 per week from Care to Learn.

If you travel by car please state the total number of additional miles per week you need to travel to take your child to and from childcare. For example if you need to travel an additional 5 miles each way for 3 days per week, this works out as:

5 additional miles x 2 (there and back) = 10 additional miles per day

10 miles per day x 3 days = 30 additional miles travelled per week.

Travel payments will be made to your Learning Provider for them to pass on to you.

We will ask your Learning Provider to confirm that the travel costs claimed are reasonable, based on their local knowledge.

You are eligible to receive Care to Learn if you are a British Citizen or 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 British Citizen or a national of one of the countries listed above, you should answer YES to this question and continue on to question A21 (Free Nursery Education Places).

If you are from a country other than the UK and Northern Ireland, that is not on the above list, you must answer NO to this question and continue on to question A18.
Question A18

**Residency conditions**

You should **ONLY answer this question if you have answered NO to question A17.**

By answering **NO** to question A17 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. If you are unsure, please contact us on **0800 121 8989**.

1. Asylum Seeker
2. Refugee status
3. Humanitarian Protection
4. Discretionary Leave
5. Indefinite Leave to Remain
6. Indefinite Leave to Enter
7. Limited Leave to Remain
8. Limited Leave to Enter
9. Leave Outside The Rules

**If your immigration status is something other than those listed at 1 to 9 above then you are not eligible to receive Care to Learn.**

**We cannot process your application unless you complete this section. You should only mark the box that applies to you and you must mark one box only.**

**How do I know which immigration status I have?**

From 25 November 2008 foreign nationals granted leave to remain in the UK as a student, on the basis of marriage or civil partnership or unmarried couples, and dependants of those couples, were issued with an ID card for foreign nationals. An example of the card is shown below. This shows what immigration status you have.

- If you were granted leave to remain in any other category, or prior to November 2008, you will have a sticker in your passport that shows your immigration status.
- If you are an **asylum seeker**, or have made a claim for immigration under Article 3 of the European Convention on Human Rights, you will have an Application Registration Card (ARC) and/or a Standard Acknowledgement Letter (SAL) from the UK Border Agency (UKBA). If you are a dependant of an asylum applicant you will have been given your own card and/or letter. The card and letter show your immigration status.
- If your immigration status is Leave Outside The Rules, you will have had a letter about this which you will have been told to keep as evidence of your status.

**Please note:** You do **not** have to submit your residency documents to us with your application. We may carry out checks with the UKBA to confirm your residency status. Where there are any issues, you may be asked to submit evidence of your residency status as detailed above.
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 continue on to question A21 (Free Nursery Education Places).

If you are an asylum seeker aged 18 or over at the start of your course you should answer YES to this question. You are not eligible to receive Care to Learn, unless you are a Care Leaver (go to Question A20).

You should ONLY answer this question if you are an asylum seeker and you answered YES to question A19.

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.

If you are an asylum seeker aged 18 or over at the start of your course and are not a care leaver, you are not eligible to receive Care to Learn.

If you have a child aged 2, 3 or 4 who attends a childminder, playgroup or nursery, your child could receive a Free Nursery Education Place. Your Local Authority will pay the fees directly to the Childcare Provider on your behalf.

You must use up your child’s allowance for a Free Nursery Education Place, and take this into account, before Part C of the application form is completed. For example, if your child has a Free Nursery Education Place at a nursery for 12.5 hours per week, but you need childcare for 28 hours a week, you can only claim the cost of the extra 15.5 hours of childcare from Care to Learn.

If your child is allocated a free place after your course has started, please let us know your new childcare arrangements as soon as possible by requesting a Change of Circumstance form by calling us on 0800 121 8989.

Free Nursery Education Places are only available for 2 year olds in some areas. You will need to contact the Families Information Service on 0800 234 6346 or visit www.childcarelink.gov.uk to find out more.

Your Childcare Provider will also be able to give you more information about Free Nursery Education Places.
Please read the declaration very carefully

You are not required to sign and date your application, but by submitting the application form you are telling us that:

- the details given in the application form are true and correct
- you have read and understood these guidance notes
- you have read and understood the Data Protection Statement and
- you have read and agree to each of the bullet pointed statements set out in the declaration.

If your application is successful, you are also agreeing to the rules of the Care to Learn scheme.
To be completed by your Learning Provider - please give your Learning Provider these guidance notes to help them.

Your Learning Provider should complete this section as soon as possible and return it to you with these notes to enable you to arrange completion of the other sections.

This section needs to show details of the Learning Provider, e.g. school, college, or work placement.

Learning Providers should refer to the scheme guidance for full details of how to administer the scheme. This is available on the LSC website at http://caretolearn.lsc.gov.uk

Please complete the name of the course or programme of learning that the young parent is following or has applied for. A list of the types of learning that are eligible and ineligible for Care to Learn, can be found on page 3 of these guidance notes.

Important note: age of Young Parent

Learners are eligible for Care to Learn if they are under 20 on the date their course or programme of learning starts. Support from the scheme will not stop when the young parent reaches 20, but will continue until the end of the course or programme of learning stated on the application form. If a course spans more than one academic year it is important that you state this on the application form. For example if a 19 year old learner wishes to undertake a two year A level course, with an AS level being completed after one year, the application form must give details of the two year A level course to enable Care to Learn to fund the learner for the whole two year course.

IMPORTANT: Backdating payments

If we receive the application before or within 28 days of the start of the course or learning programme, payments may be backdated to the start of the course or learning programme. If we receive the application after the 28 day period, payments will be backdated to the beginning of the week that the application is received.

Care to Learn payments cannot be made until we have received all the information necessary to process the application.

NOTE: This is an important change for 2009/10.
Please complete the number of hours the Young Parent must attend learning each week. Please also include in this total the number of hours a Young Parent will be undertaking a work placement. **Any work placement must be linked to the course or programme of learning to be eligible for Care to Learn.**

Separate boxes are also given for you to complete the number of hours you expect the young parent to undertake home study.

**Flexible Learning**

In circumstances where a Young Parent is undertaking flexible learning, please state the average number of hours to be attended each week. For example, if a Young Parent on a 10-week course 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 this:

\[
\begin{align*}
2 \text{ weeks} \times 9 \text{ hours} &= 18 \text{ hours} \\
8 \text{ weeks} \times 4 \text{ hours} &= 32 \text{ hours} \\
18 \text{ hours} + 32 \text{ hours} &= 50 \text{ hours over the 10 week course length} \\
50 \text{ hours} \div 10 \text{ weeks} &= 5 \text{ hours per week average}
\end{align*}
\]

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

Separate boxes are given for learning that falls into traditional term dates and learning that does not fit this pattern. Please fill in the most appropriate boxes in numbers, like this example:

\[
\begin{array}{c}
07 \\
09 \\
2009
\end{array}
\]

If exact dates are not yet available, please complete this section as far as possible and make a note on the form that the exact dates will be provided as soon as possible. **Please do not delay the Young Parent’s application** by waiting for exact dates before returning the form to the learner. For help in this situation, Learning Providers should contact us on 0845 600 7979.

Please note that payments will not be made until all information is received, but delaying return of the application form may affect the amount of time we are able to make backdated payments for.

Payment for travel costs can only be made through the BACS system to the Learning Provider, who will then pass on the payment to the Young Parent.

If you wish to forward this information under separate cover, you should forward an official letter which includes the details set out on the application form.

**Please read the declaration very carefully**

By signing the declaration, the Learning Provider is telling us that they have read and agree to each of the bulleted statements set out in the declaration.

The Learning Provider should note that they are required to check that the travel costs being claimed are **additional** travel costs that are necessary to take the learner’s child(ren) to and from childcare and they appear reasonable based on the Learning Provider’s local knowledge.
Part C

Childcare Provider details

To be completed by the Childcare Provider – please give your Childcare Provider these guidance notes to help them.

Your Childcare Provider should complete this section as soon as possible and return it to you with these notes to enable you to arrange completion of the other sections.

This section needs to show details of the Childcare Provider, e.g. childminder, nursery etc.

Childcare Providers should refer to the scheme guidance which is available at http://caretolearn.lsc.gov.uk

Question C1

Details of Childcare Provider

If the learner is using more than one Childcare Provider this section should show details of the main Childcare Provider. Part C should be photocopied and completed by the second Childcare Provider.

Please call 0800 121 8989 (learners) or 0845 600 7979 (Childcare Providers) to request a Change of Circumstances form or if you need any help completing the form.

Ofsted Registration Number

The Childcare Provider must be registered with Ofsted on the compulsory part of the General Childcare Register and/or the Early Years Register. The Ofsted registration number must be stated on the application form and a copy of the Ofsted certificate should be provided with the application.

The types of childcare that are eligible for Care to Learn are currently under review and may change in the future.
Helping you fill in Part C

**Question C2**

**Child(ren)’s details and childcare dates**

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

Fill in the dates in numbers, like this example: 09 05 2008

If exact childcare dates are not yet known please complete this section as far as possible and make a note on the form that the exact dates will be provided as soon as possible. **Please do not delay the Young Parent’s application** by waiting for exact dates before returning the form to the learner. For help in this situation, Childcare Providers should contact 0845 600 7979.

Please note that payments will not be made until all information is received. However, delaying return of the application form may affect how far back we are able to make backdated payments.

**IMPORTANT: Backdating payments**

If we receive the application before or within 28 days of the start of the course or learning programme, payments may be backdated to the start of the course or learning programme. If we receive the application after the 28 day period, payments will be backdated to the beginning of the week that the application is received.

Care to Learn payments cannot be made until we have received all the information necessary to process the application.

**NOTE: This is an important change for 2009/10.**

**Question C3**

**Care by relatives**

**Is the Childcare Provider related to the child(ren)?**

If the Childcare Provider is related to the child (for example a grandmother or aunt) the Childcare Provider must be registered with Ofsted on the compulsory part of the General Childcare Register and/or the Early Years Register, and they must also be providing registered childcare services for other children (to whom they are not related) to be eligible to receive Care to Learn.

**Question C4**

**Childcare placement details**

Please provide details of any deposit and/or registration fee per child, if required to reserve a childcare place.

A deposit can be paid up to £250 per child. The amount of deposit will be recovered from the first month’s childcare payment.

A registration fee can be paid up to £80 per child. This amount will not be recovered.

Deposits and registration fees charged for Young Parents on Care to Learn must be the same as those charged to other parents.

If the Young Parent is following a course for more than one academic year, and is required to pay a retainer to reserve a place over the summer holidays, a separate form will need to be completed. The Summer Retainer form can be requested by calling 0800 121 8989 (learners) or 0845 600 7979 (Childcare Providers). This can be submitted later and does not have to be submitted with this application, but must be submitted before the start of the summer holiday.

Please note the policy for payment of summer retainers is under review and may change in the future.
### Question C5
**Free Nursery Education Places**

If a Young Parent's child(ren) is aged 2, 3 or 4 they could be eligible for a Free Nursery Education Place. Your Local Authority will pay these fees.

A Young Parent must use up their allowance for a Free Nursery Education Place, and take this into account before completing an application for Care to Learn. For example, if a child has a Free Nursery Education Place at a nursery for 12.5 hours per week, but the Young Parent needs childcare for 28 hours per week, the Young Parent may only claim the cost of the extra 15.5 hours of childcare from Care to Learn.

### Question C7
**Childcare Provider fees**

**Claims for childcare funding are limited to a maximum of £160 per child per week (£175 in London Boroughs - see list on page 5).**

Claims for more than £160 per child per week or £175 (London Boroughs) will be returned. If the Young Parent needs to consider more affordable options they should contact their support worker or other adviser.

The fees charged to the Young Parent must be not more than the fees charged to other parents.

### Question C8
**Childcare Provider BACS payment details**

Childcare costs will be paid monthly in advance.

Payment for childcare fees can only be made through the BACS system to ensure secure and timely payments.

If you wish to send this information under separate cover, you should forward an official letter which includes the details set out on the application form.

### Question C9
**Childcare Provider declaration**

**Please read the declaration very carefully**

By signing the declaration the Childcare Provider is telling us that they have read and agree to each of the bulleted statements set out in the declaration.