Learner Support Programme

Care to Learn (C2L) Guidance 2008/09

Amended January 2009

Of interest to stakeholders involved in the delivery of Care to Learn
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 C2L@capita.co.uk

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
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Foreword</td>
<td>3</td>
</tr>
<tr>
<td>Summary of in-year changes for 2008/09</td>
<td>3</td>
</tr>
<tr>
<td>The Learner Support Service (LSS)</td>
<td>4</td>
</tr>
<tr>
<td>What is changing?</td>
<td>4</td>
</tr>
<tr>
<td>What help is available to support me?</td>
<td>4</td>
</tr>
<tr>
<td>Additional support</td>
<td>4</td>
</tr>
<tr>
<td>Care to Learn administration 2008/09</td>
<td>4</td>
</tr>
<tr>
<td>Background</td>
<td>5</td>
</tr>
<tr>
<td>Eligibility</td>
<td>6</td>
</tr>
<tr>
<td>Learner</td>
<td>6</td>
</tr>
<tr>
<td>Residency</td>
<td>6</td>
</tr>
<tr>
<td>Geography</td>
<td>6</td>
</tr>
<tr>
<td>Course</td>
<td>6</td>
</tr>
<tr>
<td>Childcare provision</td>
<td>6</td>
</tr>
<tr>
<td>How to Apply</td>
<td>8</td>
</tr>
<tr>
<td>Change of circumstance forms</td>
<td>8</td>
</tr>
<tr>
<td>Roles and Responsibilities</td>
<td>9</td>
</tr>
<tr>
<td>Learning provider</td>
<td>9</td>
</tr>
<tr>
<td>Childcare provider</td>
<td>9</td>
</tr>
<tr>
<td>Learner Support Service</td>
<td>9</td>
</tr>
<tr>
<td>Assessment and Payment Plan</td>
<td>10</td>
</tr>
<tr>
<td>Attendance</td>
<td>11</td>
</tr>
<tr>
<td>Learning Provider's Attendance Returns</td>
<td>11</td>
</tr>
<tr>
<td>Childcare Provider's Attendance Returns</td>
<td>11</td>
</tr>
<tr>
<td>Learning Provider's Travel Payment Remittance</td>
<td>11</td>
</tr>
<tr>
<td>Recovery of Overpayments</td>
<td>12</td>
</tr>
<tr>
<td>Links with Other Support</td>
<td>13</td>
</tr>
<tr>
<td>Marketing and Support Materials</td>
<td>14</td>
</tr>
<tr>
<td>Point to Note</td>
<td>15</td>
</tr>
<tr>
<td>Sources of Further Information</td>
<td>16</td>
</tr>
<tr>
<td>Annexes</td>
<td></td>
</tr>
<tr>
<td>Annex 1: Copy of Payment Plan</td>
<td>17</td>
</tr>
<tr>
<td>Annex 2: Learning provider monthly attendance monitoring form</td>
<td>19</td>
</tr>
<tr>
<td>Annex 3: Childcare provider remittance/monthly attendance monitoring form</td>
<td>20</td>
</tr>
<tr>
<td>Annex 4: Audit requirements</td>
<td>21</td>
</tr>
</tbody>
</table>
Introduction

This document contains guidance for providers who are involved in delivering Care to Learn (C2L) in 2008/09.

This guidance is aimed at key stakeholders involved in the delivery of Care to Learn 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 Care to Learn and how to get the best from it.

Issued by Ian Pursglove
Young People’s Learner Support Director

June 2008
Foreword

This guidance sets out what providers should do to operate the Care to Learn (C2L) 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 C2L 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

Summary of in-year changes for 2008/09

- Learner residency requirements
- Childcare provision
- Audit guidance
The Learner Support Service (LSS)

The recent changes made to the Learner Support Service are not reflected on this page. This information will be updated in the guidance for 2009/10.

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/

Care to Learn administration 2008/09
Care to Learn will be integrated into the LPP later in 2008/09. In the interim period, the C2L scheme will be administered by the Learner Support Service (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**

Care to Learn is a strand of the LSC’s Learner Support Programme, which exists to remove finance as a barrier to learning for teenage parents.

In 1999 the Government launched the Teenage Pregnancy Strategy which set out a national strategy for England to:

i) halve the rate of conceptions amongst under 18’s;

ii) set a firmly established downward trend in the under 16’s conception rate by 2010; and

iii) minimise social exclusion experienced by teenage parents.

Care to Learn was rolled out nationally in 2003 and is part of the Government’s Teenage Pregnancy Strategy, contributing to the Government’s target to get 60% of teenage parents in education, employment or training by 2010.

Care to Learn enables teenage parents to continue or return to learning after the birth of a child by assisting with the costs of childcare and associated travel (up to £160 per week per child/£175 in London).
Eligibility

Learner
The young parent must be:

- under 20 years of age on the day that learning starts (Care to Learn is payable for the duration of the course)
- the main carer of their child;
- attending any form of publicly funded learning in England;
- using OFSTED registered childcare (childcare provider must be registered on OFSTED compulsory register and/or the OFSTED early years register); and
- living in England.

Residency
From November 2008, the residency question on the 2008/09 application form will be disregarded by the Learner Support Service when assessing Care to Learn applications. The residency requirement for eligibility for Care to Learn for 2008/09 will be as in previous years, ie, learners who live in England and have been accepted on to a publicly funded programme should also be eligible for Care to Learn support if they meet the other eligibility criteria (ie they are: under 20 on the day their learning starts; the main carer of their child; and using childcare that is registered on the compulsory part of the OFSTED childcare register and/or the OFSTED early years register.)

This should not be taken as an indication that these arrangements will last for any longer than this academic year. Learners must be made aware that residency rules for Care to Learn are under review and that some people may not be eligible for support from September 2009.

Learners who are part way through a course should continue to be eligible for childcare support until the completion of their course regardless of any changes in residency criteria.

Geography
The young parent must live in England, but the childcare and/or learning can take place over the border in Wales or Scotland. In these cases the childcare provider must be registered on the appropriate register with the equivalent of OFSTED.

For Wales this is the Care and Social Services Inspectorate Wales (CSSIW).

For Scotland this is the Scottish Commission for the Regulation of Care.

Course
There are no requirements around course length, duration or level. A young parent can undertake any form of publicly funded learning. This can include taster courses, non-employed work-based learning, community learning, courses at school, FE and Sixth Form Colleges, and foundation HE courses when followed at an FE institution.

Higher Education is not covered as this has its own form of support. For those studying at HE institutions they can apply for the childcare element of the student maintenance grant.

Childcare provision
Only OFSTED registered childcare providers may be used. From September 2008, only childcare providers registered with OFSTED in the following ways may be used:

- The Early Years’ Register (EYR) – compulsory for those caring for children from birth to five years old and includes care and learning; and/or
- The OFSTED Childcare Register (OCR) – compulsory part for those caring for children aged five to seven.

* ‘Settled’ means having either indefinite leave to enter or remain (ILE/R) or having the right of abode in the UK.
Those childcare providers registered only on the Voluntary part of the OFSTED Childcare Register are not eligible to receive any funding through Care to Learn.

NB. The practice of using Care to Learn to fund a child’s relatives for providing childcare is under review. Applications for Care to Learn where a child’s relative is named as the childcare provider, even if that relative is listed on the appropriate OFSTED register, will be kept on hold and no payments will be released unless and until a decision to allow these payments is agreed. In these cases, providers will encourage young parents to seek alternative childcare arrangements in the interim.
How to Apply

A Care to Learn application form can be obtained in a variety of ways:

- download a copy from the website www.direct.gov.uk/caretolearn; or
- request a copy by telephoning the Learner Support Service (LSS)
- Provider Helpline - 0845 600 7979
- Learner Helpline - 0800 121 8989
- request a copy by emailing the Learner Support Service (LSS) at c2l@capita.co.uk; or
- the young parent can request a copy from Connexions or from the learning provider.

The application form must be completed and signed by the young 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 Care to Learn and verify the validity of the childcare provider. The LSS will issue a payment plan (please refer to Annex 1) to the young 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.

Change of Circumstance Forms

Providers will notify the LSS where the following circumstances change:

- childcare fees for existing childcare provider
- childcare provider details
- additional childcare provider
- learning provider
- travel costs between childcare and home have changed or learner wishes to claim these for the first time
- summer retainer to be claimed
- name of course/training
- number of hours attending learning/childcare
- childcare provider/learning provider bank details
- learner’s personal details.

For the remainder of 2008/09, changes can be notified to the LSS either on a Change of Circumstance form (CoC), or in writing. For 2009/10, the existing CoC form will be revised.

Change of Circumstance Forms are available to learning and childcare providers either by request from the LSS or by downloading from the LSC website:

http://caretolearn.lsc.gov.uk/apply/changecircumstances/

The original completed form (not a photocopy) must be returned to the LSS in the post.
Roles and Responsibilities

**Learning provider**

*The learning provider* must:

- verify the learner’s eligibility to receive Care to Learn 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 young parent is not double-claiming for travel costs to their childcare if they are in receipt of any other travel support for learning, e.g. free travel pass, weekly bus pass etc;
- reimburse all due travel payments to the learner in a timely fashion that does not prohibit the young 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;
- notify the LSS immediately if they discover that the young parent’s childcare provider has been de-registered by OfSTED;
- if the learning provider is an FE or Sixth Form College they must not use their discretionary 20+ Childcare Support fund or Hardship Fund to support or “top up” young parent learners who are eligible for C2L (see the LSC’s Discretionary Funding Guidance and Requirements 2008/09 Sections 5 and 6).
- notify Connexions if the learner drops out of learning or is at risk of dropping out to ensure that the learner is supported appropriately.

**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 Learner Support Service (LSS) immediately if the provision of childcare ceases;
- notify the LSS immediately if they become de-registered by OfSTED;
- confirm that the learner is not receiving funding for this childcare from any other source, e.g. Nursery Education Grant, the childcare element of Working Tax Credits, European Social Fund (ESF) funded programmes of learning;
- ensure that they are charging the young parent the same rate of fees as those charged to other parents; and
- read and agree to abide by the C2L Code of Practice (a copy of this will be sent to each childcare provider who supports young parents on the C2L programme).

**Learner Support Service**

*The Learner Support Service* will:

- assess the application for Care to Learn and verify the validity of the childcare provider;
- issue a payment plan (please refer to Annex 1) to the young 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;
- pay an administration fee to the learning provider of £80 per learner per year for all successful starts on C2L; and
- provide a telephone helpline service to young parents, learning providers, childcare providers and all other stakeholders.
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. C2L 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).

C2L will support childcare hours in reasonable excess of learning hours to support the young 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 is not returned to the LSC 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 C2L support may be at risk.

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

Learning providers and childcare providers must immediately notify the LSS if the young parent has stopped attending the course or has removed their child from childcare. The learning provider should also notify Connexions in order to ensure that the learner is supported back into learning.

Childcare Provider’s Attendance Returns
A childcare provider’s attendance monitoring form (please refer to Annex 3), 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 young 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 LSC 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 young parent reaches the end of their course date, unless the learning provider or childcare provider monitoring return shows that the young 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 young parent and their adviser will receive notification that C2L 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 young parent is attending and using part of their weekly C2L allowance for travel support. Where these are not returned follow-up action will 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 will be referred to the LSC for investigation.
Recovery of Overpayments

Where C2L is paid in error following a young parent ceasing learning, recovery action will be taken.

If the LSS becomes aware that C2L 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 child-care 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 who start a course when aged under 20 will receive C2L support until the end of that particular course. If they plan to go onto a further level or course they then need to seek financial support for childcare from other sources, e.g. if they plan to study at a college they should seek discretionary 20+ childcare support from their college or if at a school sixth form or sixth form college they should seek help from the Sixth Form College Childcare Scheme. A new scheme, Free Childcare for Training and Learning for Work, will also be available from April 2009. More information on these schemes is available from www.lsc.gov.uk/providers/moneytolearn;

- Learners aged 16 to 18, receiving Care to Learn may also be eligible for the Education Maintenance Allowance where they could receive up to £30 per week;

- Care to Learn applicants who are 19 at the start of their learning may also be eligible for the Adult Learning Grant;

- Benefits such as Income Support are not affected by the receipt of Care to Learn;

- Young parents on a low income may also be eligible for Sure Start Maternity Grant and NHS Healthy Start Vouchers;

- The other parent must NOT be claiming Childcare Tax Credit;

- Young parents on an employed status work based learning programme (such as an Apprenticeship) are not eligible for Care to Learn as they can claim Childcare Tax Credits.
Marketing and Support Materials

The following marketing and support materials are available for Care to Learn 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. In order to ensure you have the most recent materials, please check the website www.lsc.gov.uk/providers/moneytolearn

- **Leaflet** aimed at the learner and their parents to give basic messages about Care to Learn and where they can find out if they are eligible for support (ref no LSC-P-NAT-080006)

- **Poster** for learning providers and childcare providers to use to inform young parents about Care to Learn. The poster gives contact details for learners to find out if they are eligible for support (ref no LSC-P-NAT-080007)

- **Code of Practice for Childcare Providers** Childcare providers may be turned to by young parents for advice and support about childcare under Care to Learn. This Code of Practice sets out the ways in which they may be able to help (ref no LSC-P-NAT-080008)

- **Financial Help for Young People** A small booklet giving outline information about the financial help available to young people in learning (ref no LSC-P-NAT-070158)

The leaflet and poster can be viewed and downloaded from the LSC website at http://caretolearn.lsc.gov.uk/resource/

Printed copies of all materials 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

Care to Learn is paid to childcare providers on behalf of young parents, the application is made in the name of the young 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

Care to Learn website:  
www.direct.gov.uk/caretolearn

Provider Helpline number for  
queries and application forms:  0845 600 7979

Learner Helpline number:  0800 121 8989

Helpline email address:  c2l@capita.co.uk
# Annex 1: Copy of Payment Plan

## Payment Schedule

<table>
<thead>
<tr>
<th>Payment Due Date</th>
<th>Amount</th>
<th>Payment Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12, May, 2008</td>
<td>£ 100.00</td>
<td>Deposit</td>
<td>PAID</td>
</tr>
<tr>
<td>1, September, 2008</td>
<td>£ 60.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>8, September, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>15, September, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>22, September, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>29, September, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>6, October, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>13, October, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>20, October, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>27, October, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>3, November, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>10, November, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>17, November, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>24, November, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>1, December, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>8, December, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>15, December, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>22, December, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>29, December, 2008</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>5, January, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>12, January, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>19, January, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>26, January, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>2, February, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>9, February, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>16, February, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>23, February, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>2, March, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>9, March, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>16, March, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>23, March, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>30, March, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>6, April, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>13, April, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>20, April, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>27, April, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>4, May, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>11, May, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
</tbody>
</table>
## Payment Schedule

Print Date: 6/30/08

### Schedule of payments for:

**Parents name:**
**Course:** English, Law, Sociology AS

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>18, May, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>25, May, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>1, June, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>8, June, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>15, June, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>22, June, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>29, June, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>6, July, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
<tr>
<td>13, July, 2009</td>
<td>£ 160.00</td>
<td>Childcare</td>
<td>PLANNED</td>
</tr>
</tbody>
</table>

**Grand Total:** £7,360.00
Learner Attendance Monitoring 2008/2009  
Care to Learn  

IN CONFIDENCE  

You will recall that as a learning provider supporting young parents on Care to Learn 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 show "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 learners 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</td>
<td>Status</td>
<td>Student is in Learning (Y/N)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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: The Care to Learn, Freepost RRUB-BEXE_TJLK, Learner Support Service, Darlington, DL1 4WD or  

Alternatively you can fax the completed document to: 0161 834 7428. Telephone enquiries to Providers Line: 0845 602 2005.  

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

<table>
<thead>
<tr>
<th>Student Name - Childs 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>10.00</td>
<td>05/05/2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10.00</td>
<td>12/05/2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10.00</td>
<td>19/05/2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10.00</td>
<td>26/05/2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10.00</td>
<td>02/06/2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10.00</td>
<td>09/06/2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10.00</td>
<td>16/06/2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10.00</td>
<td>23/06/2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10.00</td>
<td>30/06/2008</td>
</tr>
</tbody>
</table>

TOTAL 90.00

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

<table>
<thead>
<tr>
<th>Student Name - Childs 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>
<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 2005

Yours sincerely

Care to Learn Childcare Team

On behalf of the Learning and Skills Council
Annex 4: Audit requirements

Background
1. The following provides guidance to childcare providers and learning providers on the LSC audit arrangements of Care to Learn (C2L).

Methodology
2. In recognition of the need to minimise the administrative burden on learning providers, it is proposed that LSC audits of C2L will typically be conducted as an integral part of the existing Provider Financial Assurance (PFA) audits of learning providers.

3. A short C2L audit programme has been developed which will be applied consistently at all learning providers and childcare providers that have learners/children attracting C2L funding. The audit programme involves an overview of the key controls over the administration of C2L and testing of a random sample of learners’ payments across a selected period of time (usually a month).

Controls Review
4. Through discussions with appropriate members of staff at learning providers and childcare providers, LSC auditors will identify and evaluate controls over the management and administration of C2L payments and complete a short questionnaire. This will help the auditors to establish what controls are in place and how effectively they are working. The controls review will cover:

   • General management and administration arrangements for C2L including details of any off-site provision such as sub-contracting or childminding networks and the recording, input, storage and security of data relating to C2L payment submission and authorisation

   • Controls for ensuring that only eligible learners are enrolled by the learning provider, (refer to Eligibility section of Care to Learn Guidance 2008/09)

   • Controls for advising and reporting to the Learner Support Service (LSS) of any factors that may influence C2L payments or corrective actions (see Roles and Responsibilities and Attendance sections of Care to Learn Guidance 2008/09)

Applicable to Childcare Providers

   • Controls over the submission of completed monthly monitoring forms to the LSS confirming each child is still in receipt of childcare (see Roles and Responsibilities and Attendance sections of Care to Learn Guidance 2008/09)

   • Childcare providers should have documented policies and procedures for deposits, retainer fees and/or registration charges to ensure these rates have been applied consistently throughout the enrolment process for all children (see Roles and Responsibilities – Childcare provider section of Care to Learn Guidance 2008/09).

Applicable to Learning Providers

   • Controls over the submission of completed monthly monitoring forms to the LSS confirming each learner is still attending the learning programme. (see Roles and Responsibilities – Learning Provider and Attendance sections of Care to Learn Guidance 2008/09)

   • Controls over the reimbursement of learners’ travel expenses to and from their childcare provider (where applicable) such as carrying out regular checks to ensure that each learner is not in receipt of any other travel support (e.g. free travel pass, weekly bus pass) and to ensure that the travel expenses claimed by each learner are reasonable (see Roles and Responsibilities – Learning Provider section of Care to Learn Guidance 2008/09).

Substantive Testing
5. A random sample of audit tests will be carried out and these will cover the same generic areas as the controls work detailed above. The substantive testing will involve reviewing supporting evidence to confirm the following:

Applicable to Childcare Providers

   • Existence of child/children

   • Attendance recording and submission to the LSS

   • Consistency of deposit, retainer fees, registration and weekly fee charges per child
Requests for adjustments/recoveries (where applicable)
Accuracy and reliability of data.

**Applicable to Learning Providers**
- Existence of learner
- Eligibility of learner
- Attendance recording and submission to the LSS
- Remittance evidence to demonstrate reimbursement of travel (where applicable)
- Requests for adjustments/recoveries (where applicable)
- Accuracy and reliability of data.

**Evidence requirements**
6. The following gives examples of the evidence that LSC auditors will expect to see during audits at childcare providers and learning providers, and is not intended to be an exhaustive list:

**Applicable to Childcare Providers**
- Original Ofsted registration certificate
- Monthly attendance monitoring forms submitted to the LSS confirming that the child/children is still in receipt of childcare
- Recent invoices and childcare rates to ensure that the young parent is charged the same rate of fees as those charged to other parents
- Signed declaration statements, where applicable, confirming that the learner is not receiving funding from any other source e.g. Nursery Education Grant, the childcare element of Working Tax Credits, employed Work Based Learning status.

**Applicable to Learning Providers**
- Copies of child/children’s birth certificate or benefit book to verify each learner’s eligibility to receive Care to Learn funding
- Monthly attendance monitoring forms submitted to the LSS
- Documented checks to ensure that the young parent is not double-claiming for travel costs to their childcare if they are in receipt of any other travel support for learning e.g. free travel pass or weekly bus pass
- Remittance notices or statements demonstrating all due travel payments to the learner are reimbursed in a timely fashion that does not prohibit the young parent from travelling to their childcare provider.

**Feedback and Reporting**
7. LSC auditors aim to discuss audit findings with the auditee as the work progresses and usually hold a formal meeting at the end of the fieldwork. As well as detailing any findings, auditors will endeavour to support providers by giving recommendations for improvement to processes controls where required.

8. Part of the rationale for the controls work is to enable auditors to gain an understanding of how effectively learning providers and childcare providers monitor and reimburse (where applicable) learners claiming C2L funding. Where errors are found, auditors will try to identify where controls have broken down or failed to operate as intended, so that meaningful and value-added recommendations can be made.

9. A formal audit report will be issued that covers all the audit work carried out, including C2L payments.

**Summary of Common Pitfalls**
10. A number of recurring issues have been identified at previous learner support audits, and are summarised below:
- Eligibility checks: providers do not check that each learner meets the C2L eligibility requirements as set out in the learning provider’s declaration on the application form prior to enrolling learners, and/or do not hold documentation to confirm that these eligibility checks have taken place
- The attendance evidence which should be held by learning providers and childcare providers is either incomplete or missing.