

**Subject:****LEVEL 2 YOUTH TRAINING AND PILOT PROJECTS****Financial Support for Pilot Participants****Circular Number:** YPSD 01 /15**Date of Issue:**

2015

**Target Audience:**

- Principals/Directors/Chief Executives of Further Education Colleges
- Chairs of Governing Bodies
- FE College Finance Officers
- Colleges NI
- College Learning Support Co-ordinators
- College Student Support Officers
- College Discrete Provision Managers

**Summary of Contents:**

This circular details the financial support available for participants enrolled on the level 2 youth training and level 3 apprenticeship pilots commencing in September 2015.

The following key points should be noted:

- participants on level 2 youth training pilots on the non-employed route will be eligible to receive:
  - a pilot participation incentive payment;
  - travel costs (where appropriate); and
  - childcare costs (where appropriate).
- Employed participants on level 2 and level 3 pilots are not eligible for any form of financial support.
- A circular detailing disability support arrangements for level 2 and level 3 pilot participants will be issued (YPSD 02/15).

**Enquiries:**

Any enquiries about the contents of this circular should be addressed to:

Youth Training Reform and Implementation Team  
Youth Policy and Strategic Division  
Department for Employment and Learning  
Adelaide House - Floor 7  
39 – 49 Adelaide Street  
BELFAST BT2 8FD

**Status of Contents:**

Information

**Related Documents:****Superseded Documents:**

N/A

**Expiry Date:**

July 2017

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## Background

1. Following the publication of the new apprenticeship strategy 'Securing our Success' and new youth training strategy 'Generating our Success', the Department for Employment and Learning is undertaking a series of pilots commencing in September 2015. The main focus of these pilots will be to test the development of new curriculum for the new youth training and apprenticeships system and, to test wider aspects of the new system, where possible.
2. Currently there are separate support arrangements for those in training (i.e. Training for Success (TfS)), ApprenticeshipsNI or mainstream further education (FE). Each of these schemes have different criteria and payment processes. As those enrolled on the level 2 and level 3 pilots will be drawn from training, apprenticeships and FE, it is imperative that they are not financially disadvantaged through their participation on the pilots. Due to the complexities and variations in the current support arrangements, the Department has adapted existing provision to support participants, for the purpose of the pilots.
3. This circular details the financial support available for participants enrolled on the level 2 youth training and level 3 apprenticeship pilots commencing in September 2015.
4. The table below provides a high-level summary of the support available for pilot participants. Only level 2 pilot participants on the non-employed route are eligible to receive financial support.
5. Employed participants on level 2 youth training and level 3 apprenticeship pilots are NOT eligible for any form of financial support.
6. Disability support arrangements for level 2 and level 3 pilot participants will be detailed in a separate circular (YPSD 02/15).

Pilot	Pilot Participation Incentive Payment	Assistance with travel costs	Childcare assistance
<b>Level 2 Youth Training non-employed route</b>	✓	✓	✓
<b>Level 2 Youth Training employed route</b>	X	X	X
<b>Level 3 Apprenticeship</b>	X	X	X

## Pilot Participation Incentive Payment

7. Non-employed participants enrolled on the level 2 youth training pilots will be eligible to receive a £40 weekly non means-tested incentive payment for participating in the pilots.
8. Participants will also be eligible to receive an incentive bonus payment upon completion of the pilot programme and achievement of the qualifications undertaken in the pilot. A bonus of £180 will be payable upon successful completion of a one year pilot programme. A bonus of £360 will be payable upon successful completion of a two year pilot programme. The eligibility and criteria for this provision is similar to that for the non means-tested EMA provision currently provided to TfS participants. Colleges should follow eligibility and criteria as detailed at **Annex A**.

## Assistance with Travel Costs

9. Non-employed participants enrolled on the level 2 youth training pilots will be eligible for reimbursement of weekly travel costs of greater than £3. They will be required to meet their own weekly travel costs of £3 or less.
10. To assist colleges with the payment of travel costs to participants, colleges will receive a flat rate per participant for all travel expenses for non-employed level 2 pilot participants whether or not that individual has incurred travel expense. Further details are provided at **Annex B**. The application form to be completed by participants wishing to apply for travel assistance is attached at **Annex F**.

## Childcare Assistance

11. Currently there are three separate schemes to provide childcare assistance to those in level 2 training or FE (Care to Learn, FE Awards and TfS). Due to the complexities and variations in the current schemes, the pilots cannot use the existing provision to support participants. Childcare assistance for non-employed level 2 pilot participants will primarily be based on the Care to Learn scheme with some enhanced features to reflect existing TfS provision (i.e. provision to pay relatives).
12. The payment processes will be the same as Care to Learn provision with colleges assessing applications and making payments directly to childcare providers. Colleges should follow eligibility and criteria as detailed at **Annex C** and **Annex D**. The application form to be completed by participants wishing to apply for childcare assistance is attached at **Annex E**.
13. This provision is earmarked, limited, and discretionary. Colleges must provide a report for the 2015/16 academic year on a breakdown of the total expenditure under this provision and the number of students supported (childcare and additional travel costs).

## **Meals Allowance**

14. Participants in the level 2 youth training pilots are eligible to apply for free school meals in the normal way from their local Education Authority.

## **Audit**

15. The Director of each FE college, in his/her capacity as Accounting Officer shall:

- ensure that the college uses this provision in a manner consistent with its intended purpose and complies with all terms and conditions attaching to the award; and
- provide such returns as may be required by the Department and comply with any audit/inspection arrangements.

**16. Original and signed copies of all pilot documentation must be retained for audit purposes for a period of 7 years.**

## **Change of Circumstances**

17. Participants have a responsibility to report all known change of circumstances that may affect their assistance application. This includes any new applications to other publicly funded bodies for financial assistance after their award has been approved.

## **Revision**

18. The Department may, at any time, revise, revoke, or add to any of the terms and conditions in this document.

## **Interpretation**

19. Questions arising from the interpretation of the arrangements in this document shall be resolved by the Department, following consultation with colleges.

## **Note**

20. The financial support arrangements outlined in this circular apply only to participants who are enrolled on the level 2 youth training and level 3 apprenticeship pilots which will commence in September 2015.

21. A circular detailing disability support arrangements for level 2 and level 3 pilot participants will be issued separately.

## LEVEL 2 YOUTH TRAINING PILOT PROJECTS: NON-EMPLOYED ROUTE

### Pilot Participation Incentive Payment

#### Eligibility

1. This provision is available for non-employed participants enrolled on level 2 youth training pilots only.

#### Pilot Participation Incentive Payment

2. Colleges must pay £40 per week to all non-employed level 2 participants throughout the duration of the pilot. It must both be paid to the participant and clearly identifiable as a pilot participation incentive payment of £40 per week.
3. Payments of the pilot participation incentive payment should, where possible, be made through BACS on a termly, monthly or weekly basis in arrears.
4. Participants will also be eligible to receive an incentive payment bonus on completion of the pilot programme and achieving the qualifications undertaken in the pilot. A bonus of £180 will be payable on successful completion of a one year pilot programme. A bonus of £360 will be payable of successful completion of a two year pilot programme.

#### Authorised Absence

5. Colleges must authorise absence requests, without deductions from the incentive payment, for the following reasons and associated time periods:
  - to attend interviews for employment or further education – duration of interview plus travel time;
  - to attend interviews with the Department for Employment and Learning/Social Security Agency/Jobs and Benefits Office/Careers Office – duration of interview plus travel time;
  - to take written examinations or external competitive assessments related to the professional and technical qualifications being pursued – duration of examination/assessment plus travel time;
  - to answer a summons to a court of law – for attendance at court plus travel time;
  - for domestic emergencies including immediate family bereavements - maximum 5 days;
  - to attend annual training courses organised by Army/Naval/Air Force Cadets (not including Territorial Army) up to a maximum of two weeks in any training year;
  - to attend or partake in a national or international sporting events, either individually or as part of a team, for a period from date of departure for

the event to date of return from the event, up to a maximum of ten days in any training year;

- to attend hospital/doctor/dental appointments – duration of treatment plus travel time. Please note this is only in emergencies or where appointments cannot be arranged outside the hours of participation; and
- to attend regular hospital visits or health checks for participants with disabilities.

6. Colleges should retain evidence of all appointments for inspection by Departmental officials.

### **Unauthorised Absence**

7. If a participant is absent without permission for any reason other than those outlined in section 5, the participant must not receive the incentive payment for the period of absence. Colleges should pay the actual percentage of attendance of the normal weekly allowance for each full day of unauthorised absence. Deductions for absences of less than one day are at the discretion of colleges.

### **Absence due to illness**

8. Where a participant is absent due to illness, colleges must require participants to report the reason for absence to them on the first morning of illness, indicating the expected duration of the absence.

### **Acute absence due to illness**

9. Colleges must request a doctor's certificate if a participant is absent due to illness for more than 7 consecutive days, including holidays and weekends. Shorter absences must be covered by a Self-Certification form.
10. Providing these procedures have been followed, a participant may be paid the incentive payment for a total of 15 working days of sickness absence in any year of training; for this purpose, a year is defined as 12 months from the date of registration on the programme.
11. Colleges must not pay the incentive payment for more than 15 days absence due to illness in any year.
12. Absences due to a pregnancy-related illness, or illness related to a participant's disability evidenced by the participant's GP, must be disregarded when aggregating a participant's sick record.

## LEVEL 2 YOUTH TRAINING PILOT PROJECTS – NON EMPLOYED ROUTE

### Assistance with Travel Costs

#### Eligibility

1. This provision is available for non-employed participants enrolled on level 2 youth training pilots only. It is intended to assist with the necessary additional cost of travel provision for participants.

#### Travel costs

2. Colleges must not reimburse participants for weekly travel costs of £3 or less. Where a participant incurs weekly travel costs greater than £3, colleges must reimburse that participant an amount equal to the amount of cost incurred minus £3.
3. Suppliers must make each participant aware of the amount that the participant is entitled to claim for travel costs.
4. When calculating travel costs for participants who use their own transport the reimbursement must be calculated using a rate of £0.25 per mile.
5. To assist colleges with cost of paying travel allowance to pilot participants, colleges may claim a flat rate per participant irrespective of whether or not that individual has incurred travel expense. South Eastern Regional College, Belfast Metropolitan College, Northern Regional College, North West Regional College may claim £10 per participant and South West College and Southern Regional College may claim £15 per participant. The Department will make no further contribution to travel expenses.
6. Colleges **must** seek and retain all applications for assistance and original receipts.

## LEVEL 2 YOUTH TRAINING PILOT PROJECTS: NON-EMPLOYED ROUTE

### Assistance with Childcare Costs

#### Eligibility

1. This provision is available for non-employed participants enrolled on level 2 youth training pilots only.
2. To be eligible, a participant must, during the pilot, be, or become:
  - the main carer of their child(ren);
  - at least 16 years old;
  - under 24 years of age at the start of the pilot; and
  - meet residency requirements, in accordance with the prevailing Education (Student Support) Regulations (Northern Ireland).
3. A participant receiving assistance under this provision, who becomes 24 years of age during their course of study, may remain entitled to this support.
4. Participants, or parents/guardians of participants, in receipt of childcare support for the participant's child(ren) from other sources, including Tax Credits, Childcare Grant, Care to Learn Scheme or any other DEL or EU-funded programmes, are not eligible for assistance under this provision. (Note: colleges should seek confirmation that any Tax Credits paid are not in respect of childcare for the participant's child(ren).)
5. A new application must be made for each academic year, including whenever the course recorded on the original application spans more than one academic year.

#### Childcare provision

6. The childcare provider should preferably be a childminder, pre-school playgroup, day nursery, out-of-school club, or other provider, registered with a Health & Social Services Board. Definitions of each of these types of childcare are given, for clarification purposes, at **Annex D**.
7. Alternatively, subject to college prior approval, the childcare provider can be a relative who is not a registered childminder. For the purposes of this provision, a relative is defined as someone who is over 18 years of age and who is a grandparent, aunt or uncle of the child(ren) being cared for.
8. The choice of childcare provider is the sole responsibility of the parent. The college should accept no responsibility in relation to risks, accidents or payments owing outside any approved period.



9. Colleges **must** seek and retain:

- confirmation of the childcare provider registration (evidence of confirmation must be retained);
- a copy of the parent's original birth certificate;
- a copy of the original birth certificate for the child(ren) (long birth certificate);
- a copy of the participant's timetable;
- confirmation that Tax Credits paid to the participant, or parent/guardian of the participant, are not in respect of childcare for the participant's child(ren); and
- a signed statement from the childcare provider to allow payment to be made directly to the carer (the parent should be advised of the payment procedure beforehand).

10. Participants may change their childcare provider during the academic year (for example, because they are unhappy with the childcare being provided, or have found a more convenient provider). The new childcare provider must fulfil all eligibility requirements, as detailed in paragraphs 2-9. However, the agreement of the college should be sought, prior to any change.

### **Assistance available**

11. Assistance will be provided on the basis of actual costs of childcare, including any deposit normally required and reasonable associated travel costs to and from the childcare provider, where these costs are in addition to their normal travel costs from home to college or work placement (note: where more than one child is involved, reduced costs may apply, particularly in relation to travel costs).
12. The maximum assistance available for all costs associated with registered childcare is up to £165 per week for one child and £240 per week for two or more children.
13. The maximum assistance for childcare provided by a relative is £70 per week for one child and £100 per week for two or more children. Payment made will be based on actual costs, especially where reductions are made for more than one child.
14. Childcare costs may include a retainer fee or contract payments to the childcare provider to ensure the childcare place is kept available during such periods as term and summer breaks. Please note that summer retainer fees will only apply when participants are completing a two-year course of study. A retainer fee must not be more than the amount paid to the childcare provider during term-time. Any retainer fee should be agreed in advance between the college and the childcare provider. Suppliers must not make payment of retainer fees to anyone who is not a registered childminder.

15. If both parents are in education, and eligible for any assistance towards childcare costs, the main carer of the child(ren) will be assisted.
16. This provision will support reasonable childcare hours in excess of learning hours to allow for travel between the college/work placement and the childcare provider. As detailed in paragraph 11, additional travel costs, associated with childcare, should be based on actual reasonable costs to allow the participant to attend the course of study. Payments should also be based on the most cost-effective mode of travel. (Colleges are asked to confirm that the travel costs, claimed by the participant, are reasonable, based on local knowledge).

## Attendance

17. Childcare assistance should only be provided for the period of time required to allow the parent to attend their course of study. Colleges should closely monitor student attendance to determine the continued need for childcare support.
18. Attendance should be monitored on a monthly basis, or more frequently if necessary, to confirm that the student is continuing to attend their course of study, and that the child is attending the relevant childcare provision. In general, it would be expected that a participant is attending for all the hours stated in their application form, but it is recognised that there will be occasions where it is not possible for the participant to attend (for example, because of illness or family emergency). Therefore, colleges may use their discretion in relation to the guidelines provided below, when considering qualifying attendance.
19. The following guidelines should be applied:
  - attendance of 80% or above is eligible for full childcare costs;
  - attendance of between 60% and 80% is eligible for childcare costs, relative to the actual percentage of attendance;
  - attendance which falls below 60% should be referred to the Student Support Officer for consideration.
20. Payment will be made in arrears, on a termly/monthly/weekly basis. Electronic registers should be used, where possible, to verify a participant's attendance, when receiving funding under this provision.

## Payments

21. Payments in respect of childcare provision should not be made in advance, and should be made directly to the childcare provider. Payments in respect of related travel costs should be made to the eligible parent. All childcare payments **must** be accompanied by the following information:
  - evidence of payments made to the childcare provider;
  - evidence of travel costs paid to the participant;
  - a record of the participant's attendance; and

- a copy of the participant's timetable.

### Childcare Payments

The maximum amount of financial assistance per participant per week is shown in the table below:	<b>REGISTERED CHILDMINDER</b>	<b>RELATIVE</b>
<b>Number of Children</b>	<b>Full-Time Care</b>	<b>Full-Time Care</b>
One child	£165	£70
Two or more Children	£240	£100
	<b>£240 maximum</b>	<b>£100 maximum</b>

#### NOTE:

Where a combination of a registered child minder and a relative is used, the overriding maximum contribution will be £240 per participant per week.

**Definitions of childcare provision**

**Childminder** - a person registered to look after one or more children under the age of eight, who looks after the child(ren) in their own home, for a total of more than two hours in any day, and receives payment for the care given to the child(ren).

**Day Nursery** – an establishment which provides day care for children under the age of eight, for four hours or more in any day, where the premises are not the carer's (for example, day nurseries, children's centres, and some family centres).

**Crèche** – an establishment which provides occasional care for children under the age of eight in a particular place, on more than five days a year; a crèche needs to be registered if it operates for more than two hours a day, even if some children attend for shorter periods; some crèches are in permanent premises and care for children, while parents are engaged in particular activities (e.g. shopping or sport); others are held on a temporary basis to care for children, while their parents are involved in activities for a certain length of time (e.g. training, a conference or exhibition).

**Out-of-school Childcare** – provision of day care for children under the age of eight, for more than two hours a day, and more than five days a year, which is available, either, before or after school, and during school holidays.

**Pre-school playgroup** – provision of childcare for children under the age of eight, for up to four hours a day; the building is not someone's home; the child may go to either morning or afternoon sessions; the child must not attend more than five sessions a week; care is part-time, and allows children to play with other children of their own age, and to be involved in a variety of activities.

**Relative** – a relative of the child means a parent, grandparent, aunt, uncle, brother or sister related by blood or marriage, or living arrangements over 18 years of age who provides care for the child(ren). Where a childcare provider is related to the child(ren), that childcare provider must, in live apart from the child(ren).

## **Level 2 Traineeships**

### **Childcare Assistance Application Form**

#### **Application for Childcare Allowance 2015/16 Academic Year for Participants on Level 2 Traineeships**

- You **must** be participating in level 2 Traineeships.
- Do not include the Government's free early years education in your claim
- A **separate** form is required for **each** childcare provider.
- Confirmation of Childcare Registration or official approval letter is required where appropriate.
- Your childcare provider will be required to submit invoices to **confirm actual payments** for each payment period as determined by the College (Termly/Monthly/Weekly).
- Your attendance will have to be confirmed by the College via e-registers prior to the release of payments.

**Form completion: Please complete Part A and arrange for your childcare provider to complete Part B before returning to your College.**

#### **PART A: PARTICIPANT'S DETAILS**

##### **Section 1: Personal Details**

Full Name:

Address:

Date of Birth:

Student No:

National Insurance No:

Contact No:

*All information contained within this application will be subject to verification by  
Departmental officials*

Are you or your partner in receipt of support, such as Child Tax Credits (which includes provision for childcare, or a childcare grant etc?)

Yes  No

If yes please provide details:

DETAILS OF CHILDREN WHO REQUIRE CHILDCARE		
FORENAME(s)	SURNAME	DATE OF BIRTH
		/ /
		/ /
		/ /
		/ /

What is your relationship to the child(ren)?

Mother  Father  the person having parental responsibility

**Section 2: Course Details**

Course Title

Campus

*All information contained within this application will be subject to verification by Departmental officials*

**STUDENT BANK DETAILS (FOR PAYMENT IN RESPECT OF TRAVEL COSTS)**

<b>Name of Bank / Building Society</b>	_____																	
<b>Address</b>	_____ _____																	
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**Section 3: Details of Childcare Provision**

\*Please note: Where a childcare provider is related to the child(ren), that childcare provider must, in addition to fulfilling the eligibility requirements; live apart from the child(ren).

A relative of the child means a parent, grandparent, aunt, uncle, brother or sister related by blood or marriage, or living arrangements.

Use the space below if you wish to give any additional information.

--

*All information contained within this application will be subject to verification by  
Departmental officials*

#### Section 4: Declaration

- Information provided on this form is complete and accurate to the best of my knowledge.
- I confirm that I am the primary carer of the child(ren) in this application.
- I confirm that I not in receipt of any other source of financial childcare assistance.
- I understand that if I have given false information, I may be prosecuted and the financial help withdrawn.
- I will notify the College immediately of any changes, or if I leave my course or defer my study.
- If childcare costs or requirements change or cease, I will inform the College immediately.
- I hereby give authorisation for payments to be made directly to the childcare provider.
- I understand that the choice of childcare provider is my responsibility.
- I understand that any grant payable is subject to 80% or more attendance on the course and that any subsequent shortfall in payments to my childminder will be my responsibility to resolve.
- I understand that childcare assistance is only provided in relation to course attendance.

SIGNATURE:

DATE:

*All information contained within this application will be subject to verification by  
Departmental officials*



**Participant's Name:**

**Student No:**

**PART B: CHILDCARE PROVIDER'S DETAILS**

**Must be completed by the Childcare Provider.**

I confirm that I have agreed to provide childcare as shown below.

Please state what date childcare commenced:

Name of child(ren):

Date of Birth:

If the child(ren) above are related to you what is your relationship to the child(ren)?

Child Care Provider Name:

Full Address:

Postcode:  Telephone No:

Email Address:

I am Registered with:

*(please attach a copy of current certificate of registration)*

I am willing to care for the child(ren) named above at a cost of  £  Per Day/Week

Care will be provided on the following days:

DAY	Monday	Tuesday	Wednesday	Thursday	Friday
HOURS					

Retainer charge for holiday weeks:  £

*Please note: Summer retainer charges only applicable if student is on a two year course*

*All information contained within this application will be subject to verification by Departmental officials*

<b>Name of Bank / Building Society</b>	_____
<b>Address</b>	_____
	_____
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**PART B: REGISTERED OR APPROVED CHILDCARE PROVIDER'S DETAILS**

*(continued)*

- The College will not accept responsibility for any risks or accidents which may arise when a child is in the care of a registered childminder, nursery or other carer.
- The College will not accept responsibility for contractual arrangements with registered childminder, nursery or other carer which may result in payment being due for a period when the applicant is not in receipt of Childcare Assistance.
- The College will not accept responsibility for any disputes between the childcare provider and the applicant.
- Childcare providers should not commence submitting invoices until they received confirmation that this application has been approved.
- The College will pay the childcare provider directly into their bank account.
- Childcare providers should note that if an eligible student attendance is less than 80% the level of financial assistance will be determined by the % of attendance. Any shortfall as a result will be the responsibility of the student, not the college.
- Childcare provider should notify the College immediately of any change in childcare provision, e.g. changes in amount charged, amount of hours, non attendance, etc.

I declare that the information given is correct and that I have read and agreed with the above conditions.

SIGNED:

DATE:

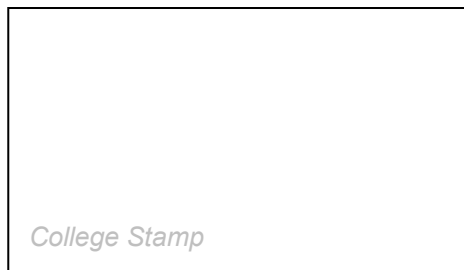
*All information contained within this application will be subject to verification by Departmental officials*

**PARTICIPANT CHECKLIST:**

Before you return this form, please check you have

- Signed and dated this form
- Enclosed the 2015/2016 her Majesty's Revenue and Customs Tax Credit Award Notice (TC602).
- Arranged for your childcare provider to complete Part B of this form
- Enclosed a copy of your childcare provider's current certificate of registration (where appropriate)
- Enclosed your children's full birth certificates, i.e. long version

Completed forms should be returned to your College of study:



*Data Protection Act 1998: The information you give on this form will be used for the purpose of processing your support application. Further Education College's are under a duty to protect the public funds they handle and may use the information you have provided on this form to prevent and detect fraud. They may also share this information, for the same purposes, with other organisations that handle public funds.*

*All information contained within this application will be subject to verification by  
Departmental officials*

## **Child Care Assistance Guidance notes**

### **Participants**

1. To be eligible, a student must, during their course of study, be, or become:
  - the main carer of their child(ren);
  - at least 16 years old;
  - under 24 years of age at the start of the pilot; and
  - meet residency requirements, in accordance with the prevailing Education (Student Support) Regulations (Northern Ireland).
2. This assistance is solely for the participants of level 2 youth training pilots.
3. Those in receipt of childcare support from other sources, such as Child Tax Credits (where childcare provision is included), Childcare Grant etc., are not eligible for assistance under this provision.

### **Courses**

4. The scheme is only open to participants enrolled on level 2 youth training pilots.

### **Childcare provision**

5. The childcare provider must be a childminder, pre-school playgroup, day nursery, out-of-school club or other provider registered with the Health & Social Services Board.
6. The choice of child carer is the sole responsibility of student/parent.
7. The College should accept no responsibility in relation to risks, accidents, or payments owing outside any approved period.

### **The Colleges will seek and Retain**

- a copy of Childminder's Registered Certificate to establish their eligibility;
  - a copy of the original birth certificate of the child(ren);
  - a signed statement from the childminder in order for payment to be made directly to the carer (the parent should be advised of the payment procedure beforehand);
  - a copy of any benefits received; and
  - a copy of the participant's timetable.
8. A participant may change their childcare provider, for example, because they are unhappy with the childcare being provided, or they have found a more convenient provider, on condition that they meet the required criteria. However, the agreement of the college should be sought before any change.

### **Assistance available**

9. Assistance will be provided on the basis of actual costs of childcare, including any deposit normally required and reasonable associated travel costs to and from the childcare provider, where these costs are in addition to their normal travel costs

from home to college or work placement (note: where more than one child is involved, reduced costs may apply, particularly in relation to travel costs).

10. The maximum assistance available for all costs associated with registered childcare is up to £165 per week for one child and £240 per week for two or more children.
11. The maximum assistance for childcare provided by a relative is £70 per week for one child and £100 per week for two or more children. Payment made will be based on actual costs, especially where reductions are made for more than one child.
12. Childcare costs may include a retainer fee or contract payments to the childcare provider to ensure the childcare place is kept available during such periods as term and summer breaks. Please note that summer retainer fees will only apply when participants are completing a two-year course of study. A retainer fee must not be more than the amount paid to the childcare provider during term-time. Any retainer fee should be agreed in advance between the college and the childcare provider. Suppliers must not make payment of retainer fees to anyone who is not a registered childminder.
13. If both parents are in education, and eligible for any assistance towards childcare costs, the main carer of the child(ren) will be assisted.
14. This provision will support reasonable childcare hours in excess of learning hours to allow for travel between the college/work placement and the childcare provider. As detailed in paragraph 11, additional travel costs, associated with childcare, should be based on actual reasonable costs to allow the participant to attend the course of study. Payments should also be based on the most cost-effective mode of travel. (Colleges are asked to confirm that the travel costs, claimed by the participant, are reasonable, based on local knowledge).

### **Attendance**

15. Childcare assistance will only be provided for the period of time required to allow the parent to attend their course of study. The College will consult the participant's attendance record in deciding whether childcare support should continue.
  - Where attendance is less than 80%, the actual amount is determined by the % attendance.
  - Where attendance falls below 60%, the student should be referred to the Student Support Officer for consideration.
16. Payments will be made in arrears on a termly/monthly/weekly basis.

**More information:** Colleges should refer to Circular YPSD 01/15 for further information.



## Level 2 Traineeships

### Travel Assistance Application Form

#### Application for Travel Allowance 2015/16 Academic Year for Participants on Level 2 Traineeships

- You **must** be participating in level 2 Traineeships.
- You will be required to submit receipts to **confirm actual payments** for each payment period as determined by the College (Termly/Monthly/Weekly).
- Your attendance will need to be confirmed by the College via e-registers prior to the release of payments.

PARTICIPANT'S NAME:

PARTICIPANT'S ADDRESS:

POST CODE:  CONTACT NUMBER

COLLEGE:

COLLEGE  
CAMPUS ADDRESS:

WORK PLACEMENT  
EMPLOYER NAME:

WORK PLACEMENT  
EMPLOYER ADDRESS:

POST CODE:  CONTACT NUMBER

*All information contained within this application will be subject to verification by  
Departmental officials*

Date participant started pilot:

Is this a first claim? Yes  No  OR Change in circumstances? Yes  No

\*\* If change in circumstances, please state:

Date of change:  Reason for change:

**Details of journey** (Please tick appropriate box)

Means of transport  Ulster Bus  Citybus  Rail   
Private Transport  Taxi  Please specify \_\_\_\_\_

	Journey Details
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

**Calculations**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Weekly Cost £** \_\_\_\_\_

*All information contained within this application will be subject to verification by Departmental officials*

**Declaration**

- Information provided on this form is complete and accurate to the best of my knowledge.
- I confirm that the cost of transport is by the most economical means between my home and place of training/work.
- I understand that if I have given false information, I may be prosecuted and the financial help withdrawn.
- I will notify the College immediately of any changes, or if I leave my course or defer my study.
- If travel costs or requirements change or cease, I will inform the College immediately.
- I understand that travel assistance is only provided in relation to course attendance.
- I understand that this information may be checked by the Department of Employment and Learning.

**Participant's Signature:**  **Date:**

To be completed by the owner of the vehicle if participant is travelling as a passenger

(if applicable)

NAME:

ADDRESS:

Tel No:

I certify that  travels with me as a passenger and pays  
£  each week towards the cost of the journey.

**I agree that the Training Organisation/ Department for Employment and Learning may contact me about this information.**

**Signed (by vehicle owner)**  **Date:**

*All information contained within this application will be subject to verification by  
Departmental officials*



**OFFICE USE**

Verified expenses: £ \_\_\_\_\_

Less (if applicable): £ \_\_\_\_\_

Weekly amount approved: £ \_\_\_\_\_

Examined by: \_\_\_\_\_

Checked by: \_\_\_\_\_

I declare that the travel expenses as detailed have been checked and that the cost of transport is by the most economical means between the participant's home and place of training. I understand that this information may be checked by the Department for Employment and Learning.

Travel expenses are payable from (date) \_\_\_\_\_

College Signature: \_\_\_\_\_

*(Must be duly authorised person within the College)*

*All information contained within this application will be subject to verification by Departmental officials*