



## Learner Fund Childminders Bursary Autumn 2019

The Department of Children & Youth Affairs (DCYA) will open the Learner Fund Bursary for Childminders who are registered with Tusla and hold a Level 5 or Level 6 award on the National Framework of Qualifications (NFQ). The local City/County Childcare Committees (CCCs) will process and appraise Learner Fund Bursary applications.

### The following rules apply to the Childminders Bursary:

1. This qualification for which the bursary is paid must be on the DCYA Early Years Recognised Qualifications list.
2. The award must be placed at level 5 or Level 6 on the National Framework of Qualifications (NFQ) and achieved in the academic years 2013 to 2019 inclusive.
3. The bursary amount will be €750.
4. The qualification must be a full, major award; the bursary cannot be paid in respect of partially completed awards.
5. Letters from training providers which state that a partially completed award is equivalent to a full award should not be accepted.
6. The qualification for which the bursary is paid must be that which qualifies the person to work in the Early Learning and Care sector.
7. Applicants may only apply once and cannot be granted the Learner Fund for a second time if they have already received it before.
8. The applicant cannot have received any public funding in support of their completing the award relating to this application.
9. Applicants must currently be a Tusla registered Childminding Service.
10. Application must be made by the holder of the award and not by any third party on their behalf.

### Please Note:

**With regard to (1) above:** If a person who does not have a qualification on the published list, or a letter of eligibility to practice applies for a bursary, the CCC should advise them that they cannot accept the application. The person should be advised to apply to DCYA for qualifications recognition by email to (EYQualifications@dcya.gov.ie), not to further an application for the childminder bursary, but on the basis that they are not compliant with the Regulations if they have not ascertained their eligibility to practice in the Early Learning and Care sector. They should also advise that qualifications recognition takes about 8 weeks for most applicants, and DCYA will not prioritise one application over another on any basis.

**With regard to (2) above:** the graduating certificate must be provided with the application form along with photographic identification.

**With regard to (7) above:** The CCC will cross-reference childminder Learner Fund grants from their records of previous rounds of Learner Fund to ensure that an applicant has not previously received a Learner Fund grant in any of the previous rounds of Learner Fund while working in a centre-based childcare setting.

### Sharing of data with relevant parties:

Information provided by the applicant will be used only for the purpose it was intended and will be retained by the CCC for financial audit purposes. Names and Email addresses may be shared with other City and County Childcare Committees for the purposes of verification and validation of previous grant support history.

Names of applicants and qualification level are disclosed to Pobal for the purposes of administering payments arising from applications. Information may be shared with DCYA but will not be stored or retained in any way by DCYA. The DCYA Data Privacy Statement applies and can be viewed on their website:

[www.dcy.gov.ie/docs/EN/DCYA-Data-Privacy-Statement/4883.htm](http://www.dcy.gov.ie/docs/EN/DCYA-Data-Privacy-Statement/4883.htm)

**The CCC decision is final:** There is no appeals process for the Childminder Bursary payment. The decision of the CCC is final for the purposes of the bursary application and process, and no delays to the timely conclusion of the process should occur. If an applicant is not approved and wants clarification on this, they can contact DCYA directly.

**Learner Fund Bursary for Childminders:** The Learner Fund Bursary for Childminders will be available for Childminder applications in 2020.



**Application requirements:**

- I. A DCYA reference number is required. If a Childminder does not have a DCYA reference number, they will need to make an application for a DCYA reference number using the 'DCYA Reference Number for Learner Fund Bursary for Childminders' application form.
- II. Application form to be completed in full and by the deadline specified.
- III. Supporting documentation must be provided with the application form.

**Timeframe for applications:**

<b>Date</b>	<b>Action</b>	<b>Responsible</b>
Week beg. 5th August 2019	Notice of LF bursary application process opening will be published/disseminated by CCCs at local level – CCCs can provide the guidelines, application form and application for a new DCYA reference number to interested childminders	CCCs
19 August	Call for applications open by CCCs	CCCs
27 September	Deadline for submission of applications – close at 5 p.m.	CCCs
30 September - 04 October	CCCs undertake review/appraisal of applications / including sign-off by CCCs internal decision-making structure	CCCs
07 October	CCCs provide spreadsheet of recommendations /decision to Pobal	CCCs
08 - 09 October	Pobal submit funding drawdown to DCYA for total projected bursary amount	Pobal
08 - 09 October	Pobal undertake high level check of CCC recommendations & collate file for DCYA	Pobal
10 October	Pobal provide file of recommendations to DCYA for review/sign-off	Pobal
18 October	DCYA provide Pobal with the approval/allocation to CCCs	DCYA
25 October	Pobal issue contract addendums for approved allocation to CCCs	Pobal
By 02 November	CCCs sign/return contract addendum	CCCs
By week beg. 11 November	Pobal transfer approved allocation to CCCs	Pobal
Week beg. 18 November	CCCs pay approved applicants	CCCs