

Royal Borough of Kingston upon Thames  
Early Years & Childcare Service

# Learning or Earning Fund Parent Application Pack

Childcare Affordability Programme  
Phase 2



department for  
**children, schools and families**

Kingston  
**Children & Young People's Trust**  
Making a Difference Together

SUPPORTED BY  
**LONDON**  
DEVELOPMENT  
AGENCY  
WORKING FOR THE MAYOR OF LONDON



**Is the cost of childcare stopping you from training, returning to work or developing your career? If Yes, Learning or Earning Fund: Transition to Employment Scheme can help you. The aim of this project is to support parents with the cost of childcare while they look for work, return to work or start training to enhance their skills. Funding is available from June 2008 to December 2008.**

**To qualify for financial assistance, you MUST:**

- **Have a child/children aged 14 years or younger**
- **Live, work or study in the Royal Borough of Kingston**

**One of the following three situations must also apply:**

- **You are unemployed and actively seeking to secure paid employment**
- **You have a job offer and are about to start work**
- **You are interested in enhancing your skills through training or work experience/placement, whilst not working full-time**
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### **Application Criteria**

**At the point of application for Transition to Employment Funding, applicants must:**

- Show proof of residency
- Show proof of the right to access public funds
- Show proof of other funding support applied for, or in receipt of
- Show proof of identify of the child(ren) for whom paid childcare is required

**Evidence you need to bring with you:**

- Your Passport or a letter from the Home Office confirming refugee status
- Your Child's **full** Birth Certificate
- Proof of Address (e.g. household bill, council tax statement)
- Details of childcare provider, including fees and availability (the borough will help you to find suitable childcare if you have not been able to)
- Proof of household income (if you have a partner who is in paid employment)

**If relevant you will also need to bring:**

- Tax credit award letter (Call HMRC on 0845 300 3900 to find out if you're eligible)
- Proof of receipt of income support
- Details on your training provider and/or employer and, if relevant, the course you are undertaking
- Details of any disability/incapacity award
- Details on refugee status - stating that access to public funds has been agreed
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**If successful, applicants must:**

- Be prepared to be involved in feedback, evaluation and follow-up linked to this programme
- Engage in regular review discussions
- Be prepared to advise the Children's/Families Information Service (and any other benefit agencies, HMRC, JCP etc) about any relevant changes in circumstances

Please read through the application form carefully before completing it. If you have any questions, contact the **Families Information Service** on **020 8547 6582**

Q1: Which of the following BEST applies to your circumstances?

*Please tick the most appropriate*

✓ The ONE that best applies

Parent wishing to undertake a course / training / work experience

who has not been able to meet the requirements of other  
childcare funding

Parent about to start work (but unable to pay the first months

Childcare cost)

Parent looking for work but unable to pay for childcare to attend

Interviews and job hunting related appointments

Parent about to take up a training opportunity or start work whose

Partner is working

Other (please describe situation below):

Q2: Are you receiving funding for childcare from any other source?

Yes  No

If Yes, please specify source:

**PERSONAL DETAILS**

Q3. Your personal details:

Surname:

First Name:

Full Address:

Full Postcode:

Telephone Number:

Mobile Number:

Date of Birth:   /   /

Gender: Female  Male

National Insurance Number:   /   /   /

Q4. Please ✓ if any of the following applies to you:

I speak English as a second language

I have been unemployed for *less* than 6 months

I have been unemployed for *more* than 6 months

I am an Asylum Seeker

I am a Refugee

I have a Disability/Special Needs

**EMPLOYMENT/TRAINING DETAILS**

- If you are **looking for work** – please complete Question 5
- If you are **starting a training course, volunteer programme or work experience** – please go through to Question 6
- If you are **starting a new job** – please go through to Question 7

**Q5. For people looking for work:**

a) Are you accessing support through Jobcentre Plus or any other job brokerage service provider?

Yes  No

b) Are you experiencing difficulties/problems in terms of finding employment?

Yes  No

If Yes, please give details:

**Q6. For people starting a training course, volunteer programme or work experience:**

a) If you are starting a training course, please state the title of your course:

b) Please state the name of your training provider/workplace:

c) Please give the start and end dates of your training course / volunteer programme / work experience:

Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End date: \_\_\_\_/\_\_\_\_/\_\_\_\_

d) How many weeks will your training course / volunteer programme / work experience last?

 Weeks

e) How many days per week will your training course / volunteer programme / work experience last?

 Days per week

f) How many hours per week will your training course / volunteer programme / work experience last?

 Hours per week

g) Will your training course / volunteer programme / work experience run throughout the school holidays?

Yes  No

h) What is the name of your tutor / manager?

Telephone Number:

i) How will taking this course increase your employment / promotion prospects?

j) At the end of this course will you be actively looking for work?

Yes  No

If No, please explain why this would be the case?

**Confirmation of work and training will be required**

Q7. **For people about to start work:**

a) On what date will you start your job?

\_\_\_\_/\_\_\_\_/\_\_\_\_

b) Name and address of your employer:

Name of Employer:
Address of Employer:

d) Name of Line Manager

Surname:
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First Name:
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e) Line Manager's Telephone Number:

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f) How many hours will you be working per week?

<input type="text"/>
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 Hours per week

g) If it is a temporary contract - please indicate the contract's duration:

End date \_\_/\_\_/\_\_\_\_

**Q8. Your Aims**

a) Tell us about your plans

b) How does this fit into your future plans? *(We want to know that you have a realistic plan for your family, career or personal growth)*

c) How do you plan to meet your childcare needs when the subsidy comes to an end?

**FINANCIAL SITUATION**

Q8. In terms of your household circumstances, which of the following apply to you?

✓ ANY that applies

I am in receipt of Job Seekers Allowance

I am in receipt of Income Support

I am in receipt of Incapacity Benefit

I am in receipt of Child Tax Credit

I am in receipt of Working Tax Credit

I am an Asylum Seeker receiving

National Asylum Support Service assistance

I am an Asylum Seeker not receiving

National Asylum Support Service assistance

Other (please describe situation below):

**Please attach evidence of the above to this form**

Q9. Please confirm whether you are a lone parent?

Yes  go to a) and then b)

No  go to c) – overleaf

a) Are you participating in the New Deal for Lone Parents programme?

Yes  No

b) Name of Jobcentre plus Advisor:

c) If No, how many hours does your partner work a week?

Hours per week

Q10 What is your partner's average monthly income?

£ /month

Q11. Please indicate your total annual household income bracket:

- |                   |                          |                   |                          |
|-------------------|--------------------------|-------------------|--------------------------|
| Under £15,000     | <input type="checkbox"/> | £15,000 – £24,000 | <input type="checkbox"/> |
| £25,000 – £34,000 | <input type="checkbox"/> | £35,000 – £54,000 | <input type="checkbox"/> |
| Over £55,000      | <input type="checkbox"/> |                   |                          |

Q12. Please tell us any other relevant details relating to your financial situation:



- b) If you are currently not using childcare but *have identified* a registered childcare provider you wish to use, please provide their name and address:

Name of Childcare Provider:
Address of Childcare Provider:

Have you consulted the childcare provider to establish whether a vacancy exists?

Yes  No

How many hours of childcare will you be using per week?

\*Please bear in mind that extra time may be required for pick-up and drop-off

Hours per week

If known, for each child, what will the childcare fees be per week?

Child 1 -- Cost = £	/week
Child 2 – Cost = £	/week
Child 3 – Cost = £	/week

### **SCHOOL HOLIDAYS**

- Q.15 What are your arrangements for any forthcoming school holidays if your term-time childcare provider is not available?

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**If you have not yet identified suitable childcare and would like help in doing so, please contact the Families Information Service on 020 8547 6582**

**MONITORING INFORMATION**

Q16. Where did you hear about the Learning or Earning Fund?

**CONSENT TO PROCEED** *[Applications cannot proceed without informed consent]*  
Information provided on this form will be held in accordance with the Data Protection Act (1998). It will be used to determine your eligibility to access the Childcare Affordability Programme and may be shared with the relevant agencies such as Jobcentre Plus.

The information will be kept securely and will be stored securely. You have a right to access information we hold on you or on any children you have parental responsibility for, subject to the Data Protection Act (1998). In addition, other agencies or organisations will be contacted to confirm information provided by you. This may include: childcare providers, employers, Jobcentre Plus, training agencies, further or higher education colleges, immigration organisations. The agreement will be subject to regular review.

**Terms and Conditions of Funding**

Please sign below in acceptance of the following terms and conditions.

If studying / training / undertaking work experience/seeking employment, you will:

- submit fortnightly course attendance forms signed by course tutor/lead trainer/work experience manager
- attend meetings as agreed (with CIS, Jobcentre Plus or other as specified)
- notify the Borough of any changes to your course / work experience
- attend review meetings (frequency to be agreed) to determine continuation / discontinuation of support

If starting work or increasing your working hours, you will:

- supply the Borough with a copy of your employment contract or confirmation of employment
- notify the Borough of any changes to your employment
- attend review meetings (frequency to be determined) to determine continuation / discontinuation of support
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Other circumstances:

- notify the Borough of any changes to your circumstances
- attend review meetings (frequency to be determined) to determine continuation / discontinuation of support

I confirm that all the information I have submitted for this form is correct. I confirm that I will advise the Borough (and any relevant benefit agencies) of any relevant changes to my circumstances. I confirm that I understand that my information will be shared to confirm my eligibility and to progress and sustain my application. If my application is successful, I confirm that I am prepared to be involved in feedback, evaluation, follow-up and review, as required by the Borough.

I agree to comply with the above terms and conditions:

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print name: \_\_\_\_\_

**Please return your completed application to:**

**Business Support Officer**

**Early Years & Childcare Service**

**132 Kingston Road**

**New Malden**

**Surrey**

**KT3 3ND**



# Learning or Earning Fund

## HOW WOULD YOU DESCRIBE YOUR ETHNICITY?

For monitoring purposes, we are required to collect information about the ethnicity of those applying to the Childcare Affordability Programme. This information is used for statistical purposes only.

*(Please tick the box which applies to you.)*

White – British

White – English

White – Scottish

White – Welsh

White – British Other

White – Irish

White Other

Mixed – White and Black Caribbean

Mixed – White and Black African

Mixed – White and Asian

Mixed – Other

Asian and Asian British – Indian

Asian and Asian British – Pakistani

Asian and Asian British – Bangladesh

Asian and Asian British – Other

Black or Black British – Caribbean

Black or Black British – African

- Black or Black British – Other
- Chinese
- Other
- Not known/prefer not to say