

**Financial Support towards Accredited Early Learning & Childcare
Training
(Bursaries, April 2010 – March 2011)**

Repayment Policy & Procedure

Background

- 1.0 North Yorkshire County Council (NYCC) is committed to the following National & Local priorities:
- The whole early learning and childcare workforce having a full and relevant level 3 qualification by 2015
 - A graduate led workforce in full day care settings by 2015
- 1.1 To support these priorities, NYCC allocate part of the Sure Start, Early Years and Childcare Grant to a bursary scheme to fund eligible qualifications.
- 1.2 To ensure quality delivery of training, NYCC have introduced a Code of Practice for training providers to join and become an approved provider.

Aims

- 2.0 To introduce a policy and procedure to ensure more effective use of the allocated bursary fund to meet our priorities through increased retention and achievement rates of practitioners.
- 2.1 To encourage commitment to, and appreciation of, further education amongst practitioners.

Objectives

- 3.0 Individuals funded through the bursary scheme will be given a clear statement of intent to request repayment of funds should they withdraw from the funded course.
- 3.1 Closer working with training providers to improve communication and help increase retention.
- 3.2 Payments to training providers will be staggered into 3 separate payments to withhold monies should a practitioner withdraw from the course.

Procedure

- 4.0 As part of the implementation of the Code of Practice, a process has been introduced to ensure NYCC are informed of withdrawals via:
- Work Based Learning Providers & Further Education Establishments – The student tracker & release documentation submitted.
 - Higher Education Establishments – Information request to provide details of all practitioners funded.

- 4.1 Alternatively a student may themselves declare their intent to withdraw.
- 4.2 All practitioners who have withdrawn from training will be notified by NYCC of its intention to recoup any relevant payments.
- 4.3 In the interim period, practitioners have 10 days from receipt of this action to appeal in writing. Practitioners should expect that any issues raised will be taken seriously and that information they disclose will be treated with respect and confidentiality.
- 4.4 The resultant outcomes may be one of:
 - No appeal made, practitioner invoiced in full for fees paid by NYCC.
 - Appeal heard and rejected, practitioner invoiced in full for fees paid by NYCC.
 - Appeal heard and aspects of appeal upheld, practitioner invoiced in part for fees paid by NYCC.
 - Appeal heard and upheld, practitioner not invoiced for fees paid by NYCC.

Responsibilities

- 5.0 Training provider to notify NYCC of any bursary funded practitioner withdrawals.
- 5.1 Practitioners to notify NYCC of their withdrawal from the bursary funded course.
- 5.2 Children & Young People's Finance to collect student withdrawal information.
- 5.3 Children & Young People's Finance issue notifications of withdrawal and repayment of funding to practitioners.
- 5.4 Children & Young People's Finance collate appeal information submitted.
- 5.5 Appeals will be heard by the Extended Services Training Group.
- 5.6 Children & Young People's Finance communicate all decisions to practitioners.
- 5.7 Children & Young People's Finance to collect the repayment of course fees.

Please note practitioners should be aware that on some occasions training providers themselves may also wish to recoup certain costs.