

## **Graduate Leadership Fund Home Grown Graduate Incentive Application Form (September 2010 to August 2011)**

The Home Grown Graduate Incentive (HGGI) is available to full daycare settings run by the private, voluntary or independent (PVI) sector, that do not have a graduate but want to help an established leader or supervisor with a Level 3 relevant qualification, with two years experience at this level, progress via a relevant early years foundation degree (EYFD) to Level 5 and on to Early Years Professional Status (EYPS)

### **Notes:**

- Settings may claim for one HGGI regardless of the number of employees undertaking the EYFD, to ensure the setting can establish an Early Years Professional (EYP) leader (unless the setting has been informed that additional funding may be available for a second GLF application).
- £1,500 per approved application is payable each year for up to three years between April 2008 to March 2011, (£750 paid six monthly) while the setting leader (with a minimum of a Level 3 relevant qualification) undertakes an EYFD.
- Settings must show evidence that they continue to employ a leader working towards the EYFD.
- Funding can be used by the setting to pay for:
  - Professional development of all staff (training fees, supply, travel etc.)
  - Financial incentive(s) for those undertaking the foundation degree (salary enhancement / course consumables / paying the student whilst at college if out of normal working hours).
- Settings must commit to the leader gaining EYPS within two years of completing the early years foundation degree.
- Once the trainee has completed the early years foundation degree the setting will be eligible to apply for the Graduate Premium for their new Level 5 graduate and the HGGI will stop. The new graduate must then complete EYPS within two years.
- Settings must notify the Local Authority (LA) immediately if EYFD leader leaves the setting and the HGGI will be stopped immediately.

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**HGGI4**

**Setting details:**

<b>Name of setting:</b>	
<b>Address of setting:</b>	
	<b>Postcode:</b>
<b>Name of applicant (setting manager):</b>	
<b>Daytime telephone number:</b>	
<b>Email:</b>	
<b>Ofsted registration number:</b>	

**Leader/foundation degree details:**

<b>Full name of leader:</b>			
<b>Job title:</b>			
<b>National Insurance number:</b>			
<b>Date of birth:</b>			
<b>Date of appointment:</b>			
<b>Length of contract:</b>			
<b>Contracted number of hours per week:</b>		<b>Weeks per year:</b>	
<b>Gross salary of leader:</b>		<b>Hourly rate:</b>	
<b>Title of foundation degree:</b>			
<b>Training provider:</b>			
<b>Start date:</b>		<b>Completion date:</b>	
<b>Date GCSE grade A to C (or equivalent) in English and Maths achieved or when it is hoped to be achieved (this will be a requirement for EYPS).</b>	<b>English</b>	<b>Maths</b>	
<b>Brief outline of leader's role and responsibilities: (please attach a separate sheet if necessary)</b>			

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**Eligibility criteria:**

Please tick the boxes below to confirm your setting is eligible for funding. You will only be eligible if you answer 'yes' to **all** of the following questions:

**Does your setting:**

**Yes      No**

Offer full daycare? (full daycare is a group based setting open for longer than four hours a day and open for at least 38 weeks of the year)		
Deliver the Early Years Foundation Stage (EYFS)?		
Currently employ a leader working towards a Level 5 EYFD with a minimum of a Level 3 relevant qualification?		
Agree to spend the HGGI on: <ul style="list-style-type: none"> <li>• Professional development of all staff (training fees, supply, travel etc.)</li> <li>• Financial incentive for those undertaking the foundation degree (salary enhancement / course consumables / paying the student whilst at college if out of normal working hours).</li> </ul>		
Agree that if the leader does not currently hold GCSE grade A to C (or equivalent) in English and Maths that they will be willing to work towards as this will be a requirement for EYPS?		
Agree to provide evidence that you continue to employ a leader working towards the EYFD and notify the LA immediately if they leave the setting?		
Commit to the leader gaining EYPS within two years of completing the foundation degree? <b>NB. Gaining EYPS may be more challenging for those who do not care for babies.</b>		
Agree to report on how the HGGI has been spent and provide monitoring data as required?		

**Evidence:**

**If applicable** please attach a photocopy of your leader's certificates signed by a senior member of the organisation to certify original document has been checked for their:

- English and Maths GCSE grade A to C (or equivalent)
- Birth and marriage, if name has changed since gaining qualification.

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**Spending:**

Please provide a brief outline of how you propose to spend the HGGI and indicate the proportion of the funds that will be spent on the following areas:

- Professional development of all staff (training fees, supply, travel etc.)
- Financial incentive(s) for those undertaking the foundation degree (salary enhancement / course consumables/ paying the student whilst at college if out of normal working hours).

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Please continue on separate sheet if necessary.

**Agreement:**

I confirm that the information completed on this application form is accurate. Should this application be successful, I agree to provide regular budgetary, monitoring and evaluation information and more specific auditory evidence when requested.

Signed: \_\_\_\_\_ (employer)

Print name: \_\_\_\_\_ (employer)

Date of application: \_\_\_\_\_

**NB Plymouth Local Authority will be monitoring the impact of the graduate around the outcomes for children and the setting will be subject to regular review.**

**Action will be taken to adjust or cease payments if the Local Authority is not fully satisfied that the money is being used effectively or if the conditions have not been met.**

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OFFICE USE ONLY	
Approved:	Yes No
Total funding committed:	
Date:	
Signed:	
Notes	

**Data Protection:** Personal information that you provide will be held securely and will only be shared for planning the provision of services, providing a service to you, informing you about Council services, seeking your views and to enable auditing of Council services, seeking your views and to enable auditing of Council activities. Anonymous statistical information may also be passed to other organisations to assist in the planning and monitoring of services. Plymouth City Council is also under a duty to cooperate with the prevention and detection of crime and legislation may result in information about you being passed to others. The Data Controller for Plymouth City Council is the Corporate Information Manager based at the Civic Centre. Tel. 01752 304522 who can be contacted about the use of your personal information.  
Email: [information.governance@plymouth.gov.uk](mailto:information.governance@plymouth.gov.uk)

**Please return completed and signed form along with copies of evidence to support your application to:  
Training Team, All Children First, Services for Children and Young People, Plymouth City Council, Plymouth PL1 2AA Telephone: 01752 307450**