



Diploma for the Children and Young People's Workforce (DCYPW) (Early Years Pathway)

This Level 3 Diploma is for learners who wish to work in the Children and Young People's Workforce. It will soon become the only level 3 qualification that will confer occupational competence for the children and young people's workforce. The Diploma has 3 pathways namely Early Years, Social Care and Learning and Development Support Services. This application form relates to those learners who wish to take the Early Years Pathway (i.e. for practitioners working as child-carers).

Benefits of Gaining the Diploma:

- It will help improve your childcare skills and knowledge
- It will signal your professionalism and commitment to your role
- It will help to enhance the quality of the childcare service you provide
- It may increase your employability

Who is the Diploma (Early Years Pathway) suitable for?

All practitioners working in settings delivering the Early Years Foundation Stage and all home-based workers caring for children aged 0-5.

Entry Requirements:

All learners must be aged 16 or over. Learners will need to be currently working in a setting (this can be home-based) with children in a professional capacity (this can be voluntary/unpaid work as well as paid work). The amount of time required to be in the work setting will depend on the individual learner– but must be sufficient to show the assessor that they can competently achieve the required assessment criteria. For learners with no previous childcare experience, the guidance is that they spend a minimum of 2 days each week in a workplace setting with children. Learners must also have a reasonable command of the English Language in order to be accepted onto the course. *We are currently only able to offer this Diploma to learners located in: all areas of the South/South East of England as well as London/Cambs/ Norfolk/ Beds/Herts/Northants/Cheshire/Greater Manchester/Lancashire, as this is where our assessors are based– however do contact us if you live outside of this area as we are building up our bank of assessors in other areas and we may be able to enrol you soon if you live in a area where we are due to get another assessor .*

Course Structure:

- The course covers the age range 0-19 years
- Has a minimum credit value of 65 credits
- Requires time to be spent in practical placement
- All learners will be a) assessed in their workplace by an assessor and b) will also need to complete written assessment tasks
- All learners will be required to complete mandatory units, early years pathway units and optional units totalling 65 credits
- MNT Training combine these units into 3 sensibly sized and arranged Modules

Mode of Study/Assessment:

By home study – all learners will study at home using materials provided to them. All learners will require internet access as all assessments and study materials will be stored electronically on an electronic portfolio.

Support:

- All learners will have their own assessor for one-to one support plus access to a personal tutor via phone/email throughout the course.
- All learners will have an initial induction visit with their assessor to prepare them for the course, learn how to use the e-portfolio and answer any queries.

Length of Course/Study Time:

Learners have 4 months to complete each Module. So a learner who completes each Module one after another will complete the Diploma in 12 months. Learners can take a break between Modules if needed but must complete the course within 3 years of initial registration. Equally if a learner wishes to progress through each Module quicker than the 4 months they can do so provided the assessor is satisfied they have successfully completed all learning outcomes for that Module before progressing to the next Module.

Course Fees/Enrolling:

- Many practitioners will be able to get a bursary from their local authority early years department to cover some or all of the course fees. (If you do not know how to get in touch with your local authority early years dept, please call for instructions on how to do so).
- If you are not eligible for a bursary from your local authority you will need to pay the fees yourself. The fee per Module is £395 (including VAT) and learners can pay for each Module one at a time. There is also a one off Diploma registration fee of £100 payable at the time of booking.
- Learners can enrol and start the course at any time to suit them. When you are ready to start the course simply fill in the attached form and submit this to us. We will confirm that you have been accepted onto the course via email so please check your email regularly (including your junk mailbox -particularly if you have a hotmail account).



Diploma for the Children and Young People's Workforce Application Form

Applying for the course:

Please complete and return this application form and the appropriate payment (made out to 'MNT Training Ltd') to: MNT Training Ltd, The Barn, Lane End, Itchen Stoke, Alresford, Hampshire, SO24 0QZ. (Learners who are eligible for a local authority bursary may not need to send payment with their application – please call for details). *Payment can also be made by card over the phone please call 0844 8268 446 Mon-Fri between 9.30-1.30 p.m.*

Confirmation of Booking:

Once your payment and application form have been received and you have been accepted onto the course, **confirmation details will be sent to you via email so please check your email inbox regularly. If you have not received confirmation via email within 2 weeks of sending in this application form please call us.**

Your Details:

Name of Student: _____

Address: _____

Contact Tel No: _____ Email Address: _____

Current Job Role : _____ Date of Birth: _____ Age: _____

Please briefly describe your professional childcare experience to date (if applicable): _____

Please provide details of the hours/days you will be working with children and the type of setting this is in, in order that the workplace assessment can be completed (this can be voluntary):

If English is not your first language please tick here and complete the attached form so we can assess if your level of English is suitable for enrolling onto the course.

Please state the highest level of education you have achieved to date and when this was (i.e. 'o' level/GCSE etc): _____

Do you have a GCSE / 'O' Level (or equivalent) at grade C or above in Maths/English? _____

Are you aware of any learning difficulties you have (i.e. dyslexia) which you may need support with? _____

Do you have any other medical conditions or disabilities which we need to know about? _____

How did you hear about the course? _____ Receipt to be made out to (if applicable): _____

Confirmation: I confirm that I have a current working email address (which I have written above) and I have regular access to the internet. I understand that my assessor/tutor will usually contact me via email and that all assessments and study material will be held within my e-portfolio which I need to access/use via internet. (Full training to use the e-portfolio will be given).

Payment Details: Please select from one of the following options (if you are unsure how to complete this section please call us):

a) I am enclosing a payment with this application form for £495 (£395 for Module 1 plus £100 for the registration fee)

b) I have called and paid the £495 fees by card over the phone

c) My local authority are paying for all of the course fees including registration fees

d) My local authority are paying for part of the fees totalling £ _____ and I am paying £ _____ by cheque/card

If you will be receiving a bursary from your local authority for all or part of the fees please state the name of the local authority: _____

Please note that once made all payments are non-refundable. If the course is paid for by your local authority and you do not complete the course or complete it on time you may be required to re-pay the course fees in full to your local authority.

I have read the terms and conditions here and overleaf and agree to them: _____

Signature

Date

MNT TRAINING LTD
CACHE LEVEL 3 DIPLOMA FOR THE CHILDREN AND YOUNG PEOPLE'S WORKFORCE
BOOKING TERMS AND CONDITIONS

1. The cost of each of the 3 Modules is £395.00 (including VAT). In order to apply, the full Module 1 payment of £395.00, which is non-refundable, plus the one off £100 (including VAT) Diploma registration fee is required along with the completed application form. **If paying by credit card a 2.5 % admin fee will be charged in addition to the fees.** Once a Module is completed all students will need to ensure full payment for the next Module is made before being allowed to continue with the next Module. The total course fees are £1,185 (including VAT) plus the one-off £100 CACHE registration fee.
2. All learners must have regular internet access to complete the course and have a current working email address. Learners understand that all course materials and assessments are held on an electronic portfolio system which needs to be used and are not paper based.
3. Where course fees are paid by a local authority for a learner to take the course and the student does not complete the course for any reason at all, or does not complete within the normal time frame (12 months), then students need to be aware that their local authority may request the learner to repay the money to the authority.
4. In the event of a student being unable to complete a course no refunds will be available, however students may be offered a place on a later course at the discretion of MNT subject to availability and reasons why the learner was not originally able to complete the course.
5. Learners must complete each Module on time (i.e within the 4 month deadline set when they commence each Module) and if they do not complete on time they may either have to pay additional fees and/or not be able to continue with their course. The exception to this is in the event of serious ill health of a learner or other such special circumstances. Learners with additional needs (i.e. dyslexia) who may require special assistance may also be granted extensions.
6. In the event a learner cancels either the induction visit or an assessor visit within 48 hours of the planned visit date, the learner will be required to pay £50 to MNT Training Ltd to cover costs. (The exception to this is in the event of a real emergency, which will need to be backed up with evidence to prove the emergency, such as with Doctors letters etc)
7. In the event an induction visit or assessment visit cannot be completed for any reason (except in emergencies), such as the learner does not have internet access during the visit (induction visits only), children are not present (except in the case of home-based child-carers who only care for one child who is absent on the day of the visit due to unforeseen circumstances) or any other reason which means the assessor is unable to complete the planned visit effectively, the learner will be required to pay £50 to MNT Training Ltd to cover costs. In the event the assessor has to complete further assessments over the phone after the assessment visit -due to lack of preparation by the learner- to complete coverage of the planned assessment criteria the learner will pay £25 for every 15 minutes of the assessors time. (The assessor will use their discretion to assess whether the learner has failed to prepare adequately or whether there is a valid reason for not being able to meet the criteria such as a mis-understanding).
8. The fees stated in '1.' include tuition and assessment fees. All other costs such as any books, paper, stationary etc where needed are payable by the student.
9. It is the student's responsibility to ensure that the course is suitable for their requirements. MNT are happy to offer advice but accept no liability in the event that the content of the course does not meet individual requirements.
10. MNT reserves the right to re-schedule or cancel a course whether through insufficient numbers or for any other good reason.
11. MNT reserve the right to decline applications.
12. All intellectual property rights, including copyright, patents, design rights and know-how relating to the course or course materials provided or made available in connection with the course remain the sole property of MNT. No copies of course materials provided or any usage of or reference to MNT's name may be made unless it has been agreed in writing by MNT.
13. All students are required to observe and abide by all policies regarding health and safety, security, student conduct and any other regulations as set out by MNT and the course venue where applicable.
14. The course content has been carefully researched and is believed by MNT to be up-to-date and factually correct. Students are welcome to discuss with MNT any information or advice received from elsewhere of a conflicting nature if they wish to do so.
15. A sufficient standard of English will be required to successfully pass this course and will be judged at the discretion of the course team. All applicants will be required to complete the 'Assessment of English Form' if English is not their first language. However even if the applicant's level of English is deemed acceptable following completion of this form, a learners standard of English may still be deemed unacceptable later on. (Please note that in the past we have had to fail students where it was felt a learner did not understand what was being taught). Students will not be entitled to a refund in such circumstances so it is important learners are confident in their ability to understand and write in English before enrolling.

The information on the completed booking form and these terms and conditions are intended to form a complete statement of the agreement between MNT and the student. Discussions, correspondence, documentations or representations prior to the submission of the completed booking form are deemed not to affect the contractual position of the parties unless otherwise expressly agreed in writing.

MNT Training Ltd, The Barn, Lane End, Itchen Stoke, Alresford, Hampshire. SO24 0QZ

DIRECTORS: P.MURRAY & M.MURRAY

COMPANY REG NO: 7264893

VAT REGISTRATION NO: 785 6732 78



Diploma for the Children and Young People's Workforce Application Form

Assessment of English Form (for Applicants who do not speak English as a First Language)

If English is not your first language you are required to complete this form so we can assess if your current level of written English is suitable for enrolling onto the course. In order for us to do this we ask that you write about the following in the box below:

- A) Your current job role– what it involves and the age of children you care for (if applicable)
- B) Why you want to do the Diploma

It is essential that YOU complete this form and that you do not get someone else to do it for you. When you have completed it please sign and date at the bottom to confirm this.

I confirm that I have completed this form myself without assistance from anyone else and thus this form can be used to assess my current level of written English. I understand that MNT Training Ltd may decide my current level of English is insufficient to complete the Diploma at any point during the course.

Signature of Applicant

Date