learner fund

How to Apply

January 2016
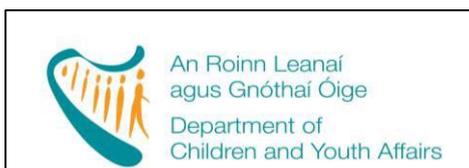
Contents

Section 1 – Introduction

The document provides a Step by Step guide to completing and submitting an application form for a training subsidy under Learner Fund 4 2016.

For more detailed information about the Learner Fund please see the separate document called:

Learner Fund 4 Information and FAQ

Section 2 – Requirements

Learner Fund application forms are only available via the Learner Fund Online portal and can only be submitted via the Learner Fund Online portal.

| Register for an account on Pobal Online | Wait to receive your username & password | Log in and fill out the application form | Submit form - re-open to print | Learner applicant & employer sign form and hold for inspection as requested |
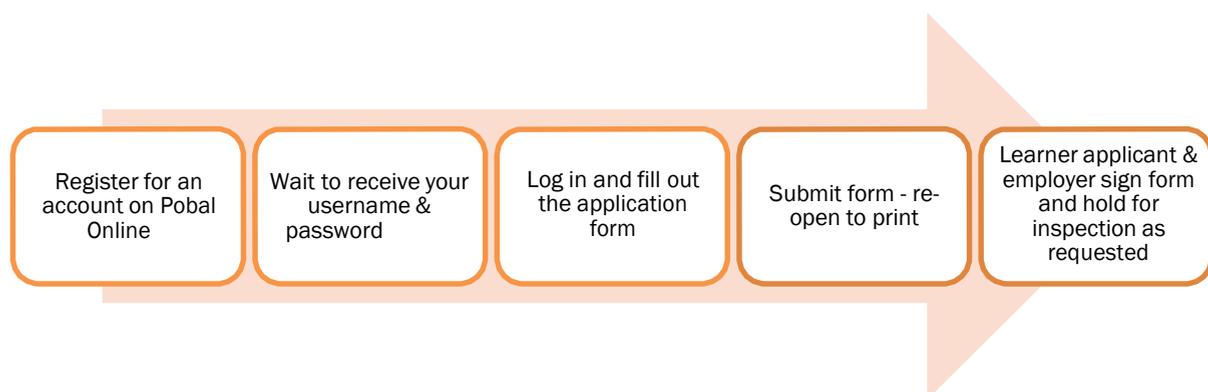
In order to access the online Learner Fund application form you must create a Pobal Online account first. To create a Pobal Online account you will need to have an email address, which will be linked to your Learner Fund online account. It is recommended that you use the same email address as used to access PIP; you will be issued a separate password to access the Learner Fund portal.

> *Tip* – Pobal Online requires an internet browser. It was developed using Internet Explorer and so the Pobal Online portal works best when accessed via Internet Explorer 7, 8 or 9. It is possible to use other web browsers for example FireFox, Safari and Chrome to access Pobal Online. However some of the portal's functions may not be available.
>
> If you are using Internet Explorer 10 or Internet Explorer 11 please follow the below steps to reset your browser mode to Internet Explorer 9:
> (1) If the Menu bar (containing "File", "Edit", "View" etc.) is not visible, press the Alt key
> (2) On the Menu bar choose Tools
> (3) Choose Compatibility View Settings
> (4) Type pobal.ie and click Add
> (5) Click Close

1. Access the address: https://online.pobal.ie
2. Click on the Sign In link at the top right corner
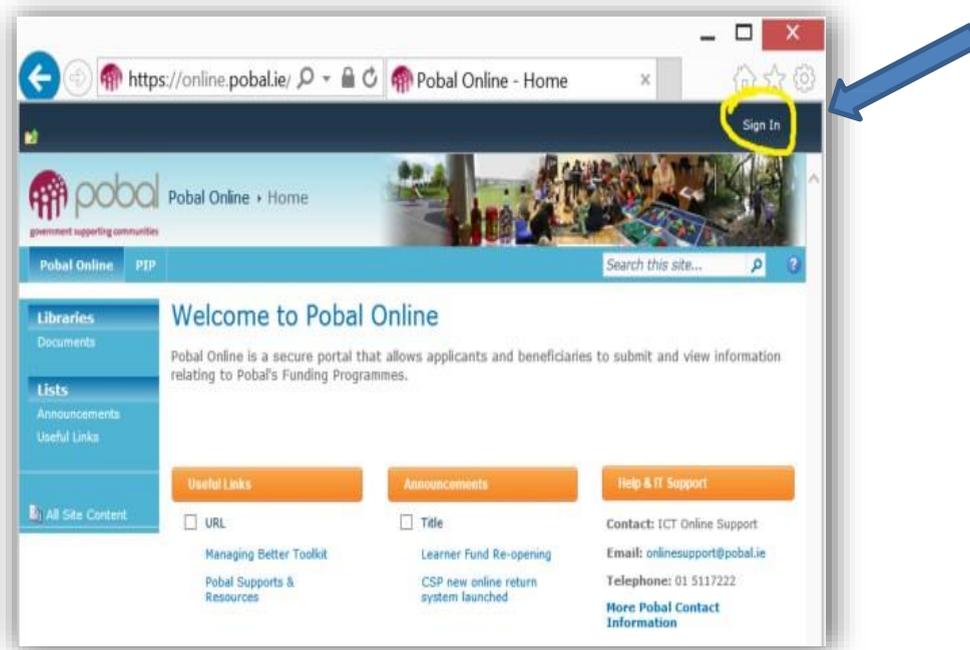
3. Click the Register button

4. Input:
   a. First Name
   b. Last Name
   c. Valid email address

Tip – It is recommended that you use your PIP service email when registering for Learner Fund

     d. Your new password must be at least 7 characters, and must contain at least one Symbol (for example? or $ or @) to make sure that your password is strong.

5. Click the Register button
6. A confirmation message is displayed informing the next step of the process

7. The system will send an email with an welcome message indicating the account is pending approval
8. Once your account has been approved an approval email is sent to the user email address containing log in instructions and the username (the username is composed by a combination of the first and last name)
9. The user should click the link on the email – which will open Pobal Online homepage – and click the Sign In button as per step 2 above.
10. Type the username included in the email and the password created when registering the account
11. Click the Sign In button – which will authenticate the user and open the Pobal Online homepage

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Tip - If you haven't received the above emails please check your Junk or Spam inbox

If you have not received the emails as outlined above please email onlinesupport@pobal.ie and include the following in the subject box:
Learner Fund– Account Creation Query

Section 4 – Accessing the Learner Fund Homepage

Once logged onto the Pobal Online, Click on 'Learner Fund Portal' tab, located on the blue bar at the top –see below:
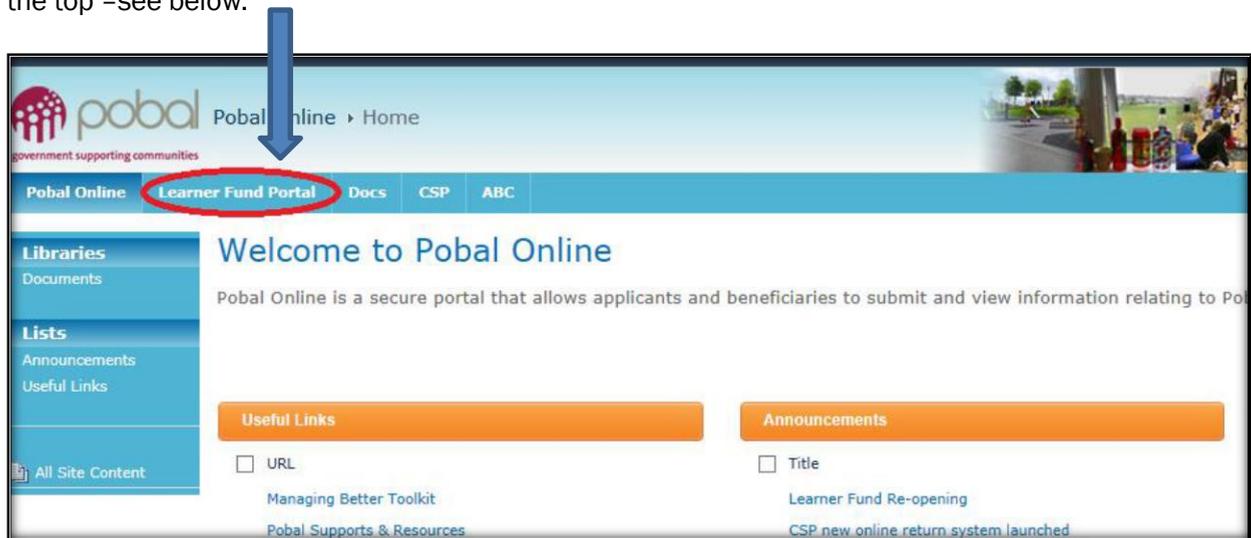
Section 5 – Accessing the Learner Fund Application Form

Please read the Learner Fund 4 Information and FAQ before you begin. Then click on 'Learner Application - Fourth Round' which is on the left blue column and then click on ' ➕ Add new
application' to open up your application form:
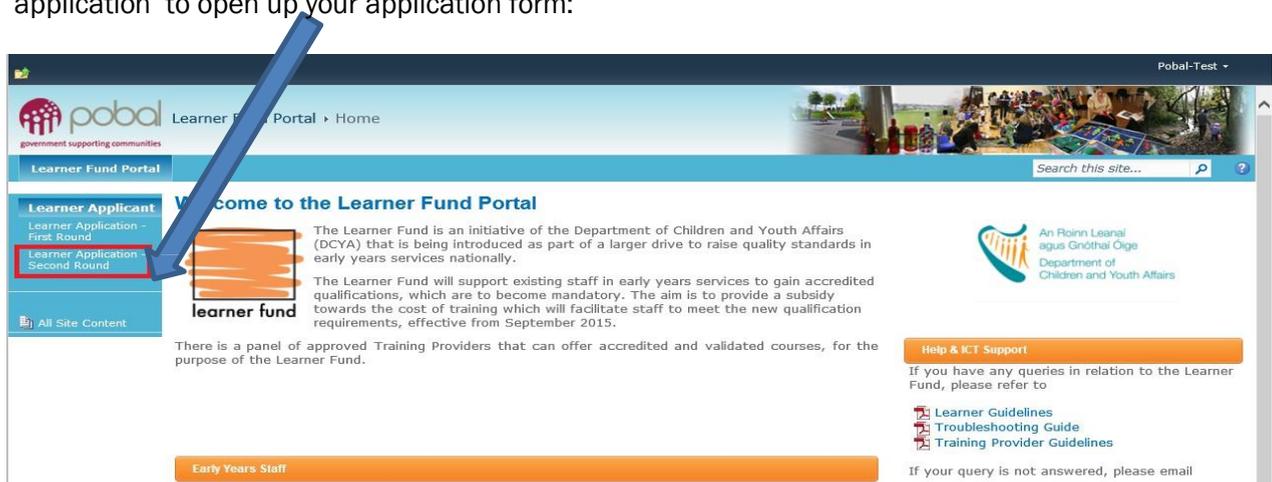
Section 6 – Completing the Learner Fund Application Form

Before you begin, you will need to have the following:
The date of birth, address, phone number and e-mail address of the staff member for whom you are making the application.
If the staff member has already commenced a training course, you will need the date the course commenced, the name of the Training Provider and the number of components already completed. (Please ensure that all email addresses are entered correctly - if not, the application may be delayed).

Once you have opened your application form you must complete and submit it in one sitting, otherwise you will lose all your work. To facilitate your completion of the form please ensure that you have read through the Learner Fund 4 Information and FAQ before you begin.

You will be asked to tick that you have read and understand Data Protection Regulations at the bottom of the application form before you submit.

When you open your form it will be in 'edit mode' and there will be a red * asterisk beside each mandatory answer field, this will disappear when you enter a valid answer into the field.

If you enter an invalid answer, for example, the e-mail address is incomplete or if you have a space in the middle or at the end, it will show up as a red line around that answer field. If there is a red line this denotes an 'error' which means that you have entered an invalid answer.

Here are some examples of invalid answers to avoid:
- You have entered an invalid email address: please check it is correct with no spaces.
- Phone numbers include spaces or dashes.
- If you enter the DCYA reference in lower case letters it will show as an error, the two letters must be capital letters e.g. 09DS1635

Below is a 'question by question' guide to completing the application form

1. Name of City / County Childcare Committee where employer service is located:
This field will populate automatically once you have entered the DYCA Reference Number in Q 2.

2. DCYA Reference Number of service where Learner Applicant is currently working:
Please ensure that the two letters are entered as capital letters e.g. 09DS1635. If entered incorrectly an error message will appear and you will not be able to submit the form.

3. Name of the Early Years' Service where Learner Applicant is currently working:
The name of the service must correspond to the DYCA number entered on the form.

4, 5, 6 Employer details:
Employer details should be those of the Manager or Owner of the service where the Learner Applicant is currently working.

Tip – When providing telephone numbers please only type the numbers including any pre-fix - do not use brackets or leave any spaces.

7. The above Early Years' service is participating in the ECCE Programme:
Please confirm that the early years' service where the Learner Applicant is currently working is participating in the ECCE Programme.

8. Learner Applicant Name:

Enter name of staff member on whose behalf you are making the application. If you are a self-employed provider and are making an application on your own behalf please enter your name again.

9. I am aware that only one application per Early Years' service is allowed (see guidelines):

Please confirm that only one application is being made by the early years' service.

10. Learner Applicant is aware of and supports this application:

Please confirm that the Learner Applicant is aware of and supports this application under Learner Fund 4.

11. – 15. Learner Applicant Details:

Please provide the information requested (address; gender; date of birth; telephone number; email address) in these questions regarding the member of staff on whose behalf you are making the application.

16. I confirm that this Applicant is already qualified in ECCE with a major award at Level 5 on NFQ, or equivalent:

Please confirm that the Learner Applicant holds a full Major Award in ECCE at Level 5 on NFQ or equivalent.

17. Learner Applicant is applying for a subsidy towards the cost of the following training:

Please choose either 'Full Level 6 course' or, if the Learner Applicant already has component awards at Level 6 choose 'Part of Level 6 course'. Please note that you will need to complete the course by the end of June 2017.

17 (b). The Learner Applicant already has some certified component awards at Level 6 on the NFQ:

If the Learner Applicant has already has some certified component awards at Level6, please select the appropriate number of components from the drop down menu, or if not, please choose 'zero modules'.

The Learner Applicant will need to show copies of any Component Award certificates that they have to the Training Provider at the time of enrolment, and the Training Provider will confirm if an exemption is possible in that case. The CCC may also ask for information about the component awards already achieved.

18. Applicant Preferred Learning Method:

This question asks the preferred mode of delivery: as classroom based, online or blended. Please note that, as the course should be complete by June 2017, classroom based courses may not be suitable if many components need to be completed to attain the full Award.

If you are only interested in one type, e.g. you only want an online course and not a classroom-based one, then you can choose this in all three lines.

> *Tip* – Blended courses are mostly delivered online and there may also be a number of tutorials or workshops delivered in the traditional classroom type setting.

By choosing 'online' or 'blended' you are confirming that Learner Applicant has sufficient access to Broadband, webcam and speakers. Please note that there may be other technical specification requirements.

19. If the Learner Applicant has already started a course:

If the course has already started please write the date that the course began: dd/mm/yyyy or use the calendar icon to select the date and provide the name of the college or Training Provider who is delivering the course.

NB To be eligible for a subsidy for a course that has started. The Training Provider must be on the 'approved' Panel of Training Providers. The panel of eligible Training Providers can be accessed at **here.**

Section 7 – Submitting the Form

Once all the questions have been completed you will be asked to confirm that the Learner Applicant is currently in employment in the stated facility and is not currently participating on an employment activation scheme e.g. CE/TUS/JobBridge. You will be required to confirm that your service (where the Learner Applicant is currently working) will expand the number of ECCE places offered in the next funding year (September 2016 - August 2017). You will also be requested to confirm that you have read Pobal's Data Protection Policy. This policy should also be read by the Learner Applicant.

The form should be printed and signed by both the employer and the Learner Applicant.
NB The form cannot be printed until after it has been submitted.

When you have finished completing the form, and you are ready to submit, click on the blue button which states 'CLICK HERE TO SUBMIT YOUR APPLICATION'.

Once you click this, you will see a message that confirms that your application has submitted.

You will also be able to see the status of the application is now 'Submitted':
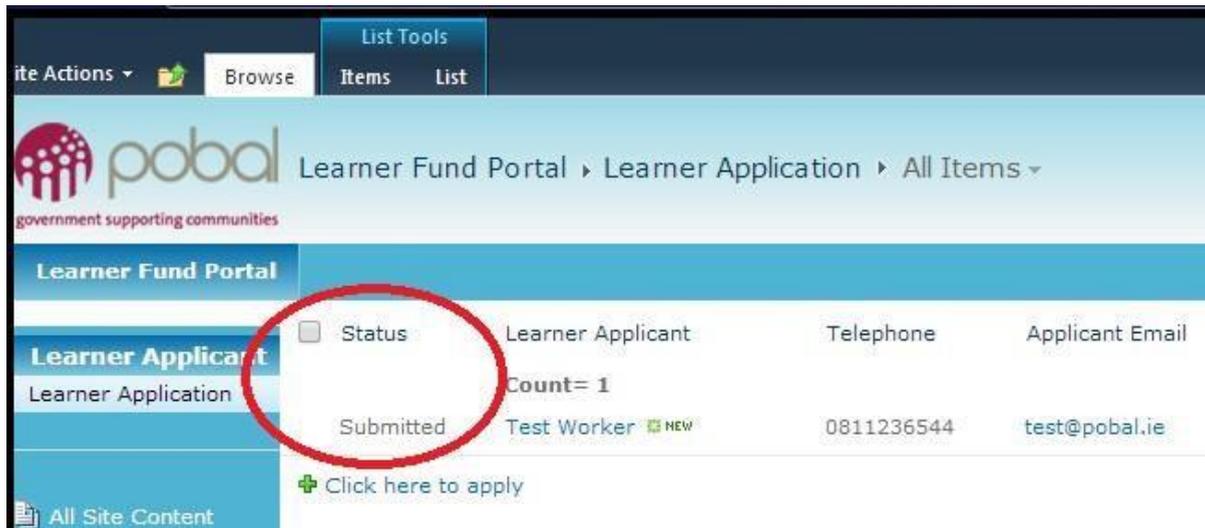
You can now re open the application the form by clicking on the Learner Applicant's name and you will be able to print the form using the print button at the bottom of the form.

PRINT APPLICATION

The Learner Applicant should carefully read the bottom section of the form before signing the application. The signed application should then be kept on file and produced for inspection if requested by the DCYA or Pobal.

For further funding information, eligibility criteria and Frequently Asked Questions relating to the Learner Fund please see the Learner Fund 4 Information and FAQ

If you have any questions that are not answered in this document or under the FAQs please e-mail us at: onlinesupport@pobal.ie