

# EARLY YEARS PROFESSIONAL PREMIUM APPLICATION FORM 2012 TO 2013

Early Years Service



**PLYMOUTH**  
CITY COUNCIL

**April 2012 to March 2013**

The Early Years Professional Premium (EYPP) is available to full daycare settings run by the private, voluntary or independent (PVI) sector, where professional practice is led by a graduate with Early Years Professional Status (EYPS)

- Settings may claim for one or two EYPPs depending on eligibility.
- The Graduate Early Years Professional (EYP) leader selected for application **MUST** be leading professional practice within the setting. This involves work across all areas of the EYFS, not including the management and administration of the setting. We understand that for some settings it is necessary that it is the manager that settings are applying for however, unless they can evidence that they are leading practice for more than 16 hours a week, a full review will be undertaken of their eligibility which may result in funding being withdrawn or refused.
- **£2,500 paid pro rata on application.**
- **The EYP must attend at least two out of three EYP Network Groups per year (April to March). Failure to do so could result in the funding being stopped or recovered.**
- **The premium must be spent on increasing the salary of the graduate EYP.**
- Settings must show evidence that they continue to employ a graduate EYP although this need not be the same individual.
- Settings must notify the Local Authority (LA) immediately if the graduate EYP leaves the setting and the EYPP will be stopped immediately.

## 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>	

## 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 graduate EYP who leads professional practice working across all areas of the EYFS, and can evidence that they do so for more than 16 hours a week (not including the management and administration of the setting)?		
Agree to spend the premium on increasing the salary of the graduate EYP leader?		
Agree to provide evidence that you continue to employ a graduate EYP leader and notify the LA immediately if they leave the setting?		
Agree to provide evidence on how the EYPP has been spent and provide monitoring data as required?		
Agree for the graduate EYP to attend at least two out of three EYP Network Groups?		

## Graduate EYP information:

<b>Full name of graduate EYP 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>Hours per week spent leading professional practice (not including the management and administration of the setting)</b>			
<b>Current hourly rate of graduate EYP before receipt of funding (please provide a copy of a recent payslip):</b>		<b>Proposed hourly rate of graduate EYP on receipt of funding (including bonus):</b>	

<b>Hours spent working in another setting and name of setting:</b>			
<b>Title of degree level qualification:</b>			
<b>Date degree level qualification achieved:</b>			
<b>Date EYPS achieved:</b>		<b>Training provider:</b>	
<b>Date GCSE grade A to C (or equivalent) in English and Maths achieved:</b>	<b>Maths</b>	<b>English</b>	
<b>Brief outline of graduate EYP's leadership responsibilities:</b>			

**Please attach copies of the following evidence to your application:**

1. EYPS qualification certificate.
2. Degree certificate.
3. English and Maths GCSE grade A to C (or equivalent)
4. Birth and marriage, if name has changed since gaining qualification.
5. **Copy of a recent payslip.**

1 to 4 only applicable if this is your first application for this EYP graduate.

<b>Agreement:</b>	
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.	
Name of Manager/Chair :	_____
Signature:	_____ Date: _____
Name of graduate	_____
Signature:	_____ Date: _____

**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/cease/recover payments if the Local Authority is not fully satisfied that the money is being used effectively or if the conditions have not been met.**

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

**Privacy Notice** : 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.

**Please return completed and signed form along with copies of evidence to support your application to:** Training Strategy Officer, Early Years Service, Education, Learning and Family Support, Plymouth City Council, Windsor House, Tavistock Road, Plymouth PL6 5UF  
Telephone: 01752 307450