

ECCE 2018-2019
Higher Capitation
Frequently Asked Questions

<p>How do I apply Higher Capitation?</p>	<p>Applications for Higher Capitation will be made online via PIP Portal from Friday 28/09/2018. Service providers are advised to navigate to their PIP Portal, to the My Service tab, and to the section below PIP Readiness titled “Higher Capitation Application”.</p>
<p>What information will I be expected to provide to Pobal?</p>	<p>The Higher Capitation application requirements will be in keeping with previous years. If your service have made previous year applications, the process will be familiar. The specific requirements for a successful application are:</p> <ul style="list-style-type: none"> - Higher Capitation session details (start & end time, number of children, room capacity, number of staff) - Higher Capitation staff details (staff name, role, details of qualification, and years’ experience). - Scanned copies of relevant staff qualifications may also be required, see below.
<p>My staff haven’t changed from previous years, and I have previously submitted the relevant qualifications, do I need to resubmit?</p>	<p>In this instance, you will be required to formally apply for Higher Capitation using the online form, completing all fields, however you may bypass the requirement to resubmit staff qualifications. You can opt for this, by selecting the first tickbox at the top of the form which reads:</p> <p><i>There are no staff changes within this childcare service since last year’s 2017/18 application for Higher Capitation. I understand that last year’s Higher Capitation data can be transferred by the DCYA to Pobal for the purpose of the 2018/19 Higher Capitation Application and appraisal for this childcare service. I confirm the staff employees are aware of the transfer and use of their personal data to support the 2018/19 Higher Capitation Application.</i></p> <p>This will indicate to Pobal that qualifications previously submitted to DCYA may be reviewed and assessed as part of the Online Higher Capitation application process.</p>
<p>My staff haven’t changed however I would prefer to resubmit the relevant qualifications.</p>	<p>In this instance, you will be required to complete the form in its entirety, being sure to attach all relevant staff qualifications. You will also select the second tickbox on the form, which reads:</p> <p><i>Please do not use any Higher Capitation Application information previously submitted to DCYA. I would prefer to re-submit all information about Staff & Qualification for 2018/19 Higher Capitation Application to Pobal for appraisal. I will do this by filling out the Staff Qualifications section of this Application form. Please use this option if you are applying for the first time.</i></p>

	<p>This will indicate to Pobal that only newly submitted qualifications may be reviewed and assessed as part of the Online Higher Capitation application process.</p>
<p>This is my first year applying for Higher Capitation, how do I apply?</p>	<p>In this instance, you will be required to complete the form in its entirety, being sure to attach all relevant staff qualifications. You will also select the second tickbox on the form, which reads:</p> <p><i>Please do not use any Higher Capitation Application information previously submitted to DCYA. I would prefer to re-submit all information about Staff & Qualification for 2018/19 Higher Capitation Application to Pobal for appraisal. I will do this by filling out the Staff Qualifications section of this Application form. Please use this option if you are applying for the first time.</i></p> <p>This will indicate to Pobal that only newly submitted qualifications may be reviewed and assessed as part of the Online Higher Capitation application process.</p>
<p>My service was awarded Higher Capitation for ECCE 2017, do I need to apply again for ECCE 2018?</p>	<p>Yes. Higher Capitation does not roll over from one programme year to the next, and every service must apply for Higher Capitation for each programme year, within each programme year. If the Service Provider was in receipt of Higher Capitation for the 2017 / 2018 programme year, evidence of qualifications should be submitted for any <u>new</u> staff members working in Higher Cap sessions.</p> <p>There will be an option on the form to allow the DCYA share staff information with Pobal for Services that have the same staff as last year. <i>Pobal will require staff qualification information only in respect of the ECCE rooms for which Higher Capitation is being applied. Service Providers do not have to provide qualification information about staff working in Standard Capitation ECCE rooms.</i></p> <p>Online application forms will be made available via the PIP Portal in September.</p>
<p>Can I make an amendment / update to my Higher Capitation application at some point during the Programme Year?</p>	<p>Yes. Any updates are to be made on the form via PIP Portal. Please be mindful that updates can only be made once the Application form has been reviewed by Pobal staff.</p>
<p>How do I add my Higher Capitation session information to the form?</p>	<p>Session information is required for all ECCE Sessions (both standard and higher).</p> <p>To add session information, navigate to the section of the form named “ECCE Provision Details” There are a number of fields present which require completion pertaining to the Session in question.</p> <p>Please provide details related to all ECCE sessions at your service. If additional sessions are required, please select from the dropdown button “Insert Session”.</p>

	<p>Please note that any field marked with a red asterisk is mandatory and required information.</p>
<p>How do I add Staff Details information to the form?</p>	<p>Staff Qualifications are required only for ECCE Higher Capitation Sessions.</p> <p>Under the section “Staff Qualifications” you will find a section for staff related to each session detailed in the section above. Please complete the required fields, noting that there are dropdown fields available for Title / Subject of Award, and Training Provider. Dates are to be entered using the calendar provided.</p> <p>Scanned versions of the staff member’s qualifications can be attached here, where it says “Document” with the paperclip icon. Attachments are only required if you are opting to resubmit qualifications, or submitting qualifications for the first time.</p> <p>If additional staff members are required for any session, please press “Add Staff Member” from the dropdown.</p>
<p>Can I apply for Higher Capitation for previous programme years?</p>	<p>Applications cannot be accepted after the programme year has ended (dates of which are set out in the ECCE grant funding agreement). For queries on Higher Capitation applications made prior to ECCE 2018, please contact DCYA directly:</p> <p>ECCE Section, Early Years Policies and Programmes, Department of Children and Youth Affairs, Block 1, Miesian Plaza, 50-58 Baggot Street Lower, Dublin 2. D02 XW14 Tel: 01 6473000 E-mail: eyqueries@dcya.gov.ie</p>
<p>Who do I contact for Higher Capitation queries related to ECCE 2017?</p>	<p>Please contact DCYA for all Higher Capitation queries prior to ECCE 2018:</p> <p>ECCE Section, Early Years Policies and Programmes, Department of Children and Youth Affairs, Block 1, Miesian Plaza, 50-58 Baggot Street Lower, Dublin 2. D02 XW14 Tel: 01 6473000 E-mail: eyqueries@dcya.gov.ie</p>

<p>Who do I contact for general Higher Capitation queries related to ECCE 2018?</p>	<p>Please contact Pobal directly by emailing Onlinesupport@Pobal.ie, and quoting your DCYA reference number, or call 01 5117 222.</p>
<p>Can I have one Level 7 Leader for two inter-connecting ECCE rooms?</p>	<p>No. In this instance you will be granted Higher Capitation for one ECCE room only, i.e. the room where the Level 7 Leader is working. If you wish to benefit from Higher Capitation for both rooms you will need to submit evidence of another Level 7 Room Leader working with the ECCE children in the connecting room.</p>
<p>Do I have to submit evidence of the ECCE Higher Capitation Room Leader's work experience?</p>	<p>The required three years' experience should be established by the Service Provider through their usual recruitment process (C.V., references, etc.). On the ECCE Higher Capitation application form, the Service Provider should indicate the total amount of work experience in years. In doing this, the Service Provider is undertaking that they have satisfied themselves as to the legitimacy of the work experience. Evidence of the Room Leader's work experience will not form part of the general compliance inspection but may be requested by DCYA if required.</p>
<p>I have a Room Leader who is eligible for Higher Capitation who does not work every day. Can I receive Higher Capitation for the days this staff member works?</p>	<p>No. Higher Capitation payments cannot be broken up in this manner. Approved staff should be working in the Higher Capitation room every day under regular circumstances.</p>
<p>What do I do if my Leader is a Level 7/8 but their Qualification is not on the DCYA Early Years Recognised Qualifications List?</p>	<p>Where a qualification is not published on the list of 'DCYA Early Years Recognised Qualifications' but the holder considers it to be an appropriate Major Award at or above Level 7 on the NFQ or equivalent, the holder can apply to the DCYA to have their qualification assessed for approval. If it is approved for recognition the details of the qualification will be added to the list of DCYA Early Years Recognised Qualifications. The application form for Qualifications Recognition can be downloaded from the DCYA website (www.dcy.gov.ie)</p>

What does FTE mean?

Higher Capitation is paid in respect of the number of Full-Time Equivalent (FTE) children registered to the ECCE programme in the qualifying ECCE session. Children on CETS, CCS and CCSP (and fee paying children) who attend the Higher Capitation session cannot be included in the FTE calculation, but must be included in the adult to child ratios. The adult:child ratios for the ECCE programme must be strictly adhered to as per below:

1 -11 Children per Session	At least 1 Higher Capitation eligible pre-school Leader in the Room at all times
12 -22 Children per Session	At least 1 Higher Capitation eligible pre-school Leader and 1 Higher Capitation eligible pre-school Room Assistant in the Room at all times
23 -33 Children per Session	At least 2 Higher Capitation eligible pre-school Leader and 1 Higher Capitation eligible pre-school Room Assistant in the Room at all times
34 -44 Children per Session	At least 2 Higher Capitation eligible pre-school Leader and 2 Higher Capitation eligible pre-school Room Assistant in the Room at all times and so on....