

DESIGNATED PERSON'S BURSARY – SETTINGS

Please photocopy this form and complete a separate one, indicating courses attended, for each member of staff for whom you wish to claim the bursary. The rate is £50 per course up to a maximum of £150 per setting (this amount may be subject to review).

Alternatively use the editable pdf version available to download at www.cambridgeshire.gov.uk/childcare and email it to eyctraining@cambridgeshire.gov.uk

Name of Setting	
Name of Practitioner	
Contact Telephone Number	

I confirm that the above practitioner has attended Designated Person (DP) courses as follows and I wish to claim the bursary. Please complete one form for each practitioner. The bursary is paid as follows: £50 for Equal Opportunities, £50 for Child Protection and £50 for Special Needs.

Course	Date(s) Attended	Total to be paid (office use only)
Equal Opportunities Coordinator (ENCo)		
Child Protection Designated Person		
Special Needs (SENCo)		
TOTAL (Office use only)		

I confirm that the information given above is correct to the best of my knowledge and that the person named above is the Designated Person for the specified area of responsibility.

Setting Manager signature	
Practitioner signature	
Date	

Please return form to Workforce Development Team, Box No CC1012, Castle Court, Castle Hill, Cambridge, CB3 0AP