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|   | **Childcare Additional Support for Placements Form 2023-24** |
| **For student and tutor to complete to request additional childcare support if the student is required to attend work placements** |

Please complete this form with your tutor if you need additional childcare to enable you to attend work experience or a placement that is an **essential part of your course.** Once you have completed this form please return it to Student Administration. If you have any queries, please contact Student Administration at ssfunds@blackpool.ac.uk

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| **Student Personal Details**  |
| **Surname** |       | **Forename(s)** |       |
| **Title** (tick one) | **Mr** |   | **Mrs** |   | **Miss** |   | **Dr** |   | **Other***(Specify)* |       | **Student ID** |       |

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| **Course Information** |
| **Course Title** |       | **Level** |       |

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| **Placement Details** |
| **Placement Venue** |       |

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| **Dates** | **From** |       | **To** |       |

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| **Days** | **Monday** |   | **Tuesday** |   | **Wednesday** |   | **Thursday** |   | **Friday** |   |
| **Times** |       |

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| **Declaration Tutor** |
| **I confirm that:** 1. This work experience or placement is an integral part of the students course and they will not be able to complete their course without participation
2. The information provided on this form is correct and true to the best of my knowledge (the student may need to repay any funding provided if information is incorrect)
3. B&FC will use the information provided on this form to make additional childcare support payments providing attendance criteria is met
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| **Tutor Name** |       | **Sign** |       | **Date** |       |

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| **PRIVACY NOTICE - How we use your data**The data captured on this form will be used to

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| * locate your record on our database(s) or create a new one
* assess your eligibility for additional financial support and to confirm any financial award for childcare support that is issued to you whilst you study with us
* meet the conditions of any support awarded
* confirm with you and your chosen childcare provider eligibility for a childcare award, attendance and agreed payment schedule
* to make payments to your chosen childcare provider
* create accurate financial support details to prepare the funding returns we have to send to the government or funding bodies operating on its behalf
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The information you have provided is also stored and archived for funding, audit and inspection purposes. We share the information with the government and with agencies operating on their behalf in order to deliver and fund any support you may be entitled to.This information is required for us to carry out our function as an educational organisation. Therefore we do not ask your consent to process your data in these ways. However, if you have any concerns or questions about how we use your personal data, please contact the Data Protection Office at datarequest@blackpool.ac.uk. If you are unhappy with the response, you can escalate your complaint by contacting the Information Commissioner at <https://ico.org.uk/concerns/> or on 0303 123 1113**How we protect your personal data:** We have a range of technical and operational measures in place to protect your data from accidental destruction, misuse or disclosure and we only allow staff to access it if they need to as part of their role. **How long do we keep your data?** We keep different types of data for different lengths of time depending on need and our obligations. These are explained in section 5.2 of our [Data Protection Code of Practice](https://blackpool.ac.uk/sites/default/files/2022-08/Data%20Protection%20Code%20of%20Practice.pdf). Where we ask for your consent to collect or use your data, you can withdraw that consent at any time. You can ask us to delete some or all of those data items or stop us from using it for certain purposes. Just request a withdrawal of consent form from data protection office *(*datarequest@blackpool.ac.uk*)* or call us on 01253 504064. We process some data to help us help you. Where this is optional, you have control over your personal data. If you have any questions or concerns about the collection, use or sharing of your personal data, please contact the college data protection office *(*datarequest@blackpool.ac.uk*)* or call us on 01253 504064. If you are unhappy with the response, you can escalate your complaint by contacting the Information Commissioner at <https://ico.org.uk/concerns>/ or on 0303 123 1113. |

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| **Declaration Student** |
| **I confirm that:** 1. The information provided on this form is correct and true to the best of my knowledge (you may need to repay any funding provided if information is incorrect)
2. I understand that B&FC will process the data contained in the form as outlined above
3. B&FC will use the information provided on this form to make additional childcare support payments providing attendance criteria is met, and may liaise with either myself or the my childcare provider regarding the application
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| **Student Name** |       | **Sign** |       | **Date** |       |