

## ECCE 2018-2019 Higher Capitation Frequently Asked Questions

**The form makes reference to the need for Room Assistants to be qualified for Higher Capitation, please can you explain this?**

The requirement for Room Assistant qualifications is prescribed by DCYA and is the same as in previous years. Room Assistants must meet the relevant ratio requirements as follows, as per the guidelines:

Ratio Requirements: Minimum numbers of required pre-school Leaders and Assistants for ECCE Higher Capitation purposes

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 in the Room 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 in the Room 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 in the Room and 2 Higher Capitation eligible pre-school Room Assistant in the Room at all times.
44 - 55 Children per Session	At least 3 Higher Capitation eligible pre-school Leader in the Room and 3 Higher Capitation eligible pre-school Room Assistant in the Room at all times.

Ratios must include non-ECCE children as well as ECCE children. The Higher Capitation will be paid only in respect of ECCE Children.

This means that each Room Assistant must meet the requirements for their session. For example, in a 22 FTE session, the Room Leader and the Room Assistant both must meet the Higher Capitation requirements for a cap of 22, the requirements being the Leader and Assistant must be qualified with their respective appropriate qualifications. Please see <https://www.dcy.gov.ie/docs/EN/Minimum-Childcare-Qualifications/3125.htm> for further information on qualifications.

**I have a staff member who works in two sessions. What should I do?**

Please enter the relevant information for the staff member in each of the relevant sessions, including attaching qualifications (if required), however please note that if the auto-populated checkboxes do not populate in the subsequent staff member details section, to simply disregard the checkboxes, as this information has already been collected in the prior instance.

**I can't find the relevant qualification for my staff member from the list?**

Please be advised that the list populated under "Title / Subject Of Award" is a list of pre-populated qualifications as approved by DCYA. Please review this list using the scroll bar to locate the relevant qualification. If you cannot find the relevant qualification from the list – you may opt to select "Other" in which case the qualification will be reviewed manually, or alternatively you may contact DCYA directly at [eyqualifications@dcya.gov.ie](mailto:eyqualifications@dcya.gov.ie)

**What does the End Date field mean?**

The End Date field refers to the end date of the person working in the capacity of Higher Capitation in the relevant session. In most instances when applying, this end date will not be known, therefore this field is not mandatory. If for instance a staff member leaves partway through the year (maternity leave, or cessation of employment for example), this is when the end date will be known, and must be entered on the form.

<p><b>I can't submit the form as I am getting 'Validation errors' saying something about 'Higher Cap Session Count'. What do I do?</b></p>	<p>You must submit Staff Qualifications only for the sessions which are 'higher'. For example, say you put down 3 sessions in the ECCE Provision Details part of the form and you mark 2 of them as 'higher' and 1 of them as 'standard'. The form will expect you to create just 2 sessions in the Staff Qualifications part of the form and add in the Staff members details for those 'higher' sessions.</p> <p>In this example, if you only had 1 session in the Staff Qualifications section detailing staff members and tried to submit, the form would show an error as you have not created the correct amount of sessions (the correct amount here is 2).</p> <p>If you had 3 sessions in the Staff Qualifications section and tried to submit, the form would also show an error as you have not created the correct amount of sessions (the correct amount here is 2).</p>
<p><b>How do I apply for Higher Capitation?</b></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><b>What information will I be expected to provide to Pobal?</b></p>	<p>The Higher Capitation application requirements will be in keeping with previous years. If your service has applied Higher Capitation in previous programme calls, the process will be familiar. The specific requirements for a successful application are:</p> <ul style="list-style-type: none"> <li>- Higher Capitation session details (start &amp; end time, number of children, room capacity, number of staff)</li> <li>- Higher Capitation staff details (staff name, role, details of qualification, and years' experience).</li> <li>- Scanned copies of relevant staff qualifications may also be required, see below.</li> </ul>
<p><b>Who do I contact for general Higher Capitation queries related to ECCE 2018-19?</b></p>	<p>Please contact Pobal directly by emailing <a href="mailto:Onlinesupport@Pobal.ie">Onlinesupport@Pobal.ie</a> always providing your DCYA reference number, PIP User name and PIP registered email address or call 01 5117222.</p>
<p><b>My staff haven't changed from previous years, and I have previously submitted the relevant qualifications, do I need to resubmit?</b></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 tick box 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><b>My staff haven't changed however I would prefer to resubmit the relevant qualifications.</b></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 tick box 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 &amp; 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><b>This is my first year applying for Higher Capitation, how do I apply?</b></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 tick box 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 &amp; 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><b>My service was awarded Higher Capitation for ECCE 2017, do I need to apply again for ECCE 2018?</b></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 <b>was</b> 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><b>Can I make an update / amendment to my Higher Capitation application at some point during the Programme Year?</b></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>

**How do I add my Higher Capitation session information to the form?**

**Session information is required for all ECCE Sessions (both standard and higher).**

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.

Please provide details related to all ECCE sessions at your service. If additional sessions are required, please select from the dropdown button “Insert Session”.

Please note that any field marked with a red asterisk is mandatory and required information.

**ECCE Provision Details**  
Please declare all ECCE Sessions (including Standard)

Session	Start Time (e:g 09:00)	End Time (e:g 12:30)
1	09:00	12:30
2		

**How do I add Staff Details information to the form?**

**Staff Qualifications are required only for ECCE Higher Capitation Sessions.**

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.

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.

If additional staff members are required for any session, please select “Add Staff Member” from the dropdown.

**Staff Qualifications - only relevant to Higher Cap Sessions**

Session 1

Staff Name		Leader or Assistant	Title/ Subject of Award
John Smith		<input checked="" type="radio"/> Leader <input type="radio"/> Assistant	Early Childhood Care and Education
Graduation Year	No. of Years Experience	Staff Status	Start Date
2017	3	<input checked="" type="radio"/> Working since start of Programme Year <input type="radio"/> New <input type="radio"/> No longer working here	27/08/2018

<p><b>Can I have one Level 7 Leader for two inter-connecting ECCE rooms?</b></p>	<p>No. In this instance you will be granted Higher Capitation for <b>one ECCE room only, i.e. the room where the Level 7 Leader is working.</b> 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><b>Do I have to submit evidence of the ECCE Higher Capitation Room Leader's work experience?</b></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><b>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?</b></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><b>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?</b></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 (<a href="http://www.dcy.gov.ie">www.dcy.gov.ie</a>), and emailed to the DCYA at <a href="mailto:eyqualifications@dcya.gov.ie">eyqualifications@dcya.gov.ie</a></p>

<p><b>What does FTE mean?</b></p>	<p>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 to child ratios for the ECCE programme must be strictly adhered to as per below:</p> <table border="1" data-bbox="467 407 1479 795"> <tr> <td data-bbox="467 407 699 478">1 -11 Children per Session</td> <td data-bbox="699 407 1479 478">At least 1 Higher Capitation eligible pre-school Leader in the Room at all times</td> </tr> <tr> <td data-bbox="467 478 699 583">12 -22 Children per Session</td> <td data-bbox="699 478 1479 583">At least 1 Higher Capitation eligible pre-school Leader and 1 Higher Capitation eligible pre-school Room Assistant in the Room at all times</td> </tr> <tr> <td data-bbox="467 583 699 688">23 -33 Children per Session</td> <td data-bbox="699 583 1479 688">At least 2 Higher Capitation eligible pre-school Leader and 1 Higher Capitation eligible pre-school Room Assistant in the Room at all times</td> </tr> <tr> <td data-bbox="467 688 699 795">34 -44 Children per Session</td> <td data-bbox="699 688 1479 795">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....</td> </tr> </table>	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....
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<p><b>Can I apply for Higher Capitation for previous programme years?</b></p>	<p>Applications cannot be accepted after the programme year has ended (dates of which are set out in the ECCE grant funding agreement). <b>For queries on Higher Capitation applications made prior to ECCE 2018-19</b>, please contact DCYA directly:</p> <p><b>E-mail:</b> <a href="mailto:eccehighercap@dcya.gov.ie">eccehighercap@dcya.gov.ie</a></p>								
<p><b>Who do I contact for Higher Capitation queries related to ECCE 2017?</b></p>	<p>Please contact DCYA for all Higher Capitation <b>queries prior to ECCE 2018-19</b>:</p> <p><b>E-mail:</b> <a href="mailto:eccehighercap@dcya.gov.ie">eccehighercap@dcya.gov.ie</a></p>								