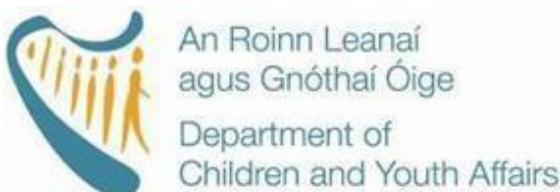




## **How to Apply**

# **Learner Fund 3 (May 2016)**

**Version: 27 May 2016**



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## Section 1 – Introduction

A Learner who has applied to the Department of Children and Youth Affairs (DCYA) for qualification status recognition, and who has received a letter from DCYA verifying that their current qualification is not a Major Award, is eligible to apply for **Learner Fund 3 (May 2016)** in order to undertake a Major Award at Level 5 to meet future minimum regulatory qualification requirements.

**Learner Fund 3 (May 2016)**  
**is open to applications on May 27<sup>th</sup> (@ 14:00 hrs.) 2016**  
**and will close for applications on July 29<sup>th</sup> (@ 18:00 hrs.) 2016**

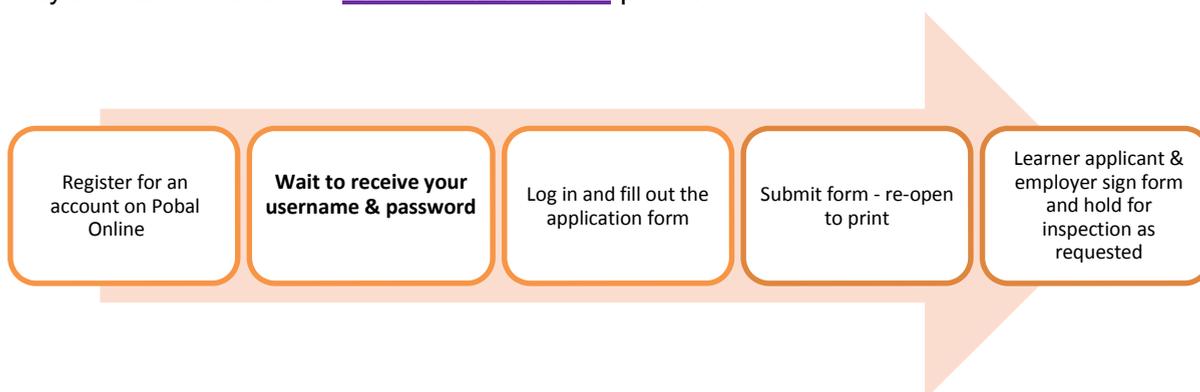
**Level 5 course completion date is December 31<sup>st</sup> 2016.**

This document provides a **Step by Step guide to completing and submitting an Application form** for a training subsidy under Learner Fund 3 May 2016.

For more detailed information about the Learner Fund please see the separate document called: **Learner Fund (May 2016) – Information & Frequently Asked Questions (FAQs) - [Here](#)**.

## Section 2 – Requirements

Learner Fund Application forms are only available via the [Learner Fund Online](#) portal and can only be submitted via the [Learner Fund Online](#) portal.



In order to access the online Learner Fund application form you must create a Pobal Online account first. Once account is created, you will receive an automated e-mail with your username & password. To create a Pobal Online account you will need to have an email address, which will be linked to your Learner Fund online account. It is recommended that you use the same email address as used to access PIP, you will be issued a separate password to access the Learner Fund portal.

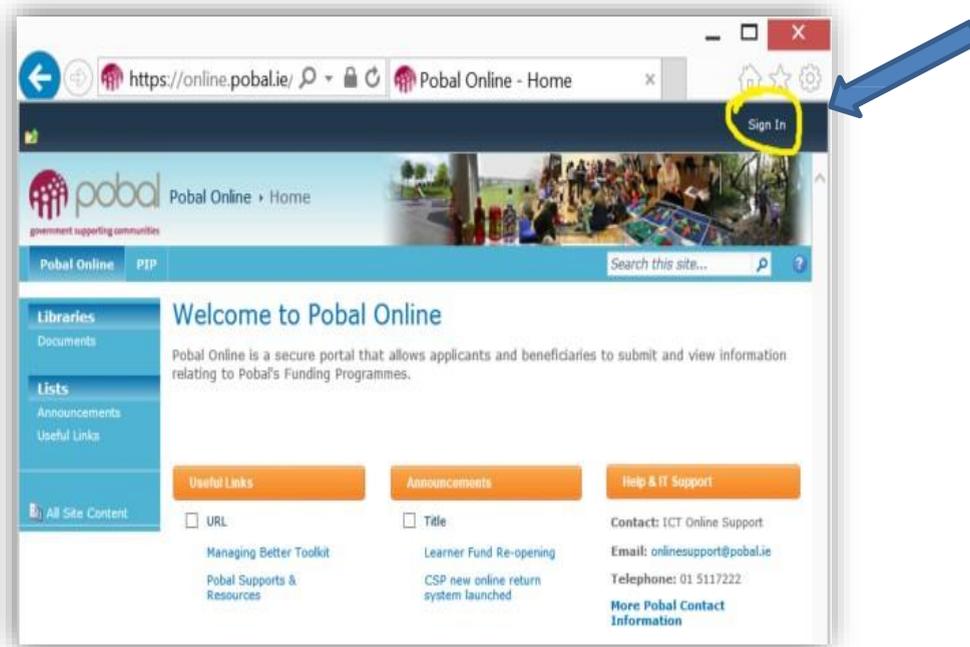
**Tip** – Pobal Online requires an internet browser. It was developed using Internet Explorer and so the Pobal Online portal works best when accessed via Internet Explorer 7, 8 or 9. It is possible to use other web browsers for example FireFox, Safari and Chrome to access Pobal Online. However some of the portal's functions may not be available.

If you are using Internet Explorer 10 or Internet Explorer 11 please follow the steps below to reset your browser mode to Internet Explorer 9:

- (1) If the Menu bar (containing "File", "Edit", "View" etc.) is not visible, press the **Alt** key
- (2) On the Menu bar choose **Tools**
- (3) Choose **Compatibility View Settings**
- (4) Type **pobal.ie** and click **Add**
- (5) Click **Close**

## Section 3 – Setting up an Account

1. Access the address: <https://online.pobal.ie>
2. Click on the **Sign In** link at the top right corner



3. Click the **Register** button

A screenshot of the Pobal Portal Users Sign In page. The page features the Pobal logo and the text "government supporting communities". The main heading is "Portal Users Sign In". Below this, there are two input fields: "Username:" and "Password:". To the right of these fields are three buttons: "Sign In", "Forgot Password", and "Register". A blue arrow points to the "Register" button. Below the sign-in section, there is a section titled "Pobal Personnel Sign In" with the text "Pobal personnel can sign in by clicking the link below. Use your internal credentials." and a button labeled "Click here to Sign In".

#### 4. Input:

- a. First name
- b. Last name
- c. Valid email address

**Tip – It is recommended that you use your PIP service email when registering for Learner Fund**

- d. Your new password must be at least 7 characters, and must contain at least one symbol (for example? or \$ or @) to make sure that your password is strong.



The screenshot shows the 'New Account Sign Up' form for Pobal. The form includes the following fields and options:

- First Name: \* (Text input: Rogério)
- Last Name: \* (Text input: Cruzeiro)
- E-mail Address: \* (Text input: rcruzeiro@pobal.ie)
- Enter Password: \* (Text input: masked with dots)
- Confirm Password: \* (Text input: masked with dots)
- Verification: \* (Image captcha: JERKX)

Below the verification code, there is a text input field with 'JERKX' and an 'x' icon, and a link: 'Can't read this? Click here for a different phrase.'

At the bottom of the form, there are two buttons: 'Register' and 'Cancel'. Below the buttons, there is a link: 'Already have an account? Click here to Sign In'.

5. Click the **Register** button
6. A confirmation message is displayed informing the next step of the process



The screenshot shows a confirmation message from Pobal. The message text is: 'Your registration request was successfully saved. You will be notified as soon as your registration is approved. You will then be able to log in.'

Below the message, there is an 'OK' button.

7. The system will send an email with a welcome message indicating the account is **pending approval**
8. Once your account has been approved, an **approval email** is sent to the user email address containing log-in instructions and the username (the username is a combination of the first and last name)
9. The user should **click the link** on the email – which will open [Pobal Online homepage](#) – and click the **Sign In** button as per step 2 above.
10. Type the **username** included in the email and the **password** created when registering

the account

11. Click the **Sign In** button – which will authenticate the user and open the Pobal Online homepage.

**Tip** - If you haven't received the above emails please check your Junk or Spam inbox

If you have not received the emails as outlined above please email [onlinesupport@pobal.ie](mailto:onlinesupport@pobal.ie) and include the following in the subject box:  
'Learner Fund Account Creation Query'

## Section 4 – Accessing the Learner Fund Homepage

Once logged onto [Pobal Online](#), Click on 'The Learner Fund Portal' tab located on the blue bar at the top –see below:



## Section 5 – Accessing the Learner Fund application form

Please read the Learner Applicant Guidelines and FAQ before you begin. Then click on '**Learner Application - Third Round (May 2016)**' which is on the left blue column and then click on

'**+** Add new application' to open up your application form:



## Section 6 – Completing the Learner Fund Application Form

Before you begin, **you will need to have the following:**

The date of birth, address, phone number and e-mail address of the staff member for whom you are making the application. If the staff member has already commenced a training course you will need the date the course commenced, the name of the Training Provider and the number of component awards already completed. (Please ensure that all email addresses are entered correctly. If not the application may be delayed).

Once you have opened your application form you must complete and submit it in one sitting, otherwise you will lose all your work. To facilitate your completion of the form please ensure that you have read through the [Learner Fund 3 May 2016 - Information and FAQ](#) before you begin.

You will be asked to tick that you have read and understand data protection regulations at the bottom of the application form before you submit.

When you open your form it will be in 'edit mode' and there will be a red \* asterisk beside each mandatory answer field which will disappear when you enter a valid answer into the field.

If you enter an invalid answer, for example, the e-mail address is incomplete or if you have a space in the middle or at the end, it will show up as a red line around that answer field. If there is a red line this denotes an 'error' which means that you have entered an invalid answer.

Here are some examples of invalid answers to avoid:

- You have entered an invalid email address: please check it is correct with no spaces.
- Phone numbers include spaces or dashes.
- If you enter the DCYA reference in lower case letters it will show as an error, the two letters must be capital letters e.g. 09DS1635

Below is a 'question by question' guide to the form:

### 1. Name of City/County Childcare Committee where employer service is located:

This field will populate automatically once you have entered the DYCA Reference Number in Q 2.

### 2. DCYA Reference Number of service where Learner Applicant is currently working:

Please ensure that the two letters are entered as capital letters e.g. 09DS1635. If entered incorrectly an error message will appear and you will not be able to submit the form.

### 3. Name of the Early YearsService where Learner Applicant is currently working:

The name of the service must correspond to the DYCA number entered on the form.

### 4-7 Employer details:

Employer details should be those of the Manager or Owner of the service where the Learner Applicant is currently working.

**Tip** – When providing telephone numbers please only type the numbers including any pre-fix - do not use brackets or leave any spaces.

### 8. Learner Applicant Name:

Enter name of staff member on whose behalf you are making the application. If you are a self-employed provider and are making an application on your own behalf please enter your name again.

**9. Please Upload the Qualified Recognition Letter which the Learner has received from DCYA which verifies the status of their current Qualification i.e. not deemed sufficient to meet the minimum requirement (Level 5 or equivalent)**

Please upload letter received from DCYA which verifies the status of the learner's current Qualifications. The application will not be eligible unless this letter is uploaded with the LF3 application.

**10-15. Learner Applicant Contact Details**

Please give the details of the member of staff on whose behalf you are making the application and confirm they are aware that the application is being made.

**16. Learner Applicant is applying for a subsidy towards the cost of the following training:**

Please choose from the drop down list of options. If the learner applicant does not yet have a Level 5 qualification on the National Framework of Qualifications (NFQ), or a qualification that has been deemed equivalent, please choose 'Full L5 Course'. **Please note that the course will need to be completed by the 31<sup>st</sup> December 2016 and must lead to a major award at Level 5 on the NFQ.**

If the Learner has already completed some component awards at Level 5 on the NFQ, please choose 'Part of L5 Course'.

**17. Learner Applicant already has some certified component awards at Level 5 on the NFQ:**

If the Learner applicant already has some certified component awards at Level 5 on the NFQ, please select the appropriate number of components from the drop down menu, if not, please choose 'zero modules'.

You will need to show copies of any component award certificates that you have to the Training Provider at the time of enrolment, and the Training Provider will confirm if an exemption is possible in your case. Your CCC may also ask you about the component awards already achieved.

**18. Applicant Preferred Learning Method:**

This question asks the preferred mode of delivery: as classroom based, online or blended. Please note that, as the course must be complete by 31<sup>st</sup> December 2016, classroom based courses may not be suitable if many components need to be completed to attain the major award.

**If you are only interested in one type**, e.g. you only want an online course and not a classroom-based one, **then you can chose this in all three lines.**

**Tip** – Blended generally means that the course is mostly delivered online but that there will also be a number of tutorials or workshops delivered in the traditional classroom type setting. (NB courses vary)

By choosing 'online' or 'blended' you are confirming that Learner Applicant has sufficient access to Broadband, webcam and speakers. Please note that there may be other technical specification requirements. **NB It is the responsibility of the course provider to provide all information about how you will access and be able to participate on the course.**

**19. If Learner Applicant has already started a course:**

If the course has already started please write the date that the course began: **dd/mm/yyyy** or use the calendar icon to select the date and provide the name of the college or Training Provider who is delivering the course.

NB To be eligible for a subsidy for a course that has started, the Training Provider must be on the 'approved' Panel of Training Providers. The panel of eligible Training Providers can be accessed at this [Link](#)

## Section 7 – Submitting the form

Once all the questions have been completed you will be asked to confirm that the Learner Applicant is currently in employment in the stated facility and is not currently participating on an employment activation scheme i.e. CE. You will also be requested to confirm that you have read Pobal's [Data Protection Policy](#). This policy should also be read by the Learner Applicant.

The form should be printed and signed by both the employer and the Learner Applicant.

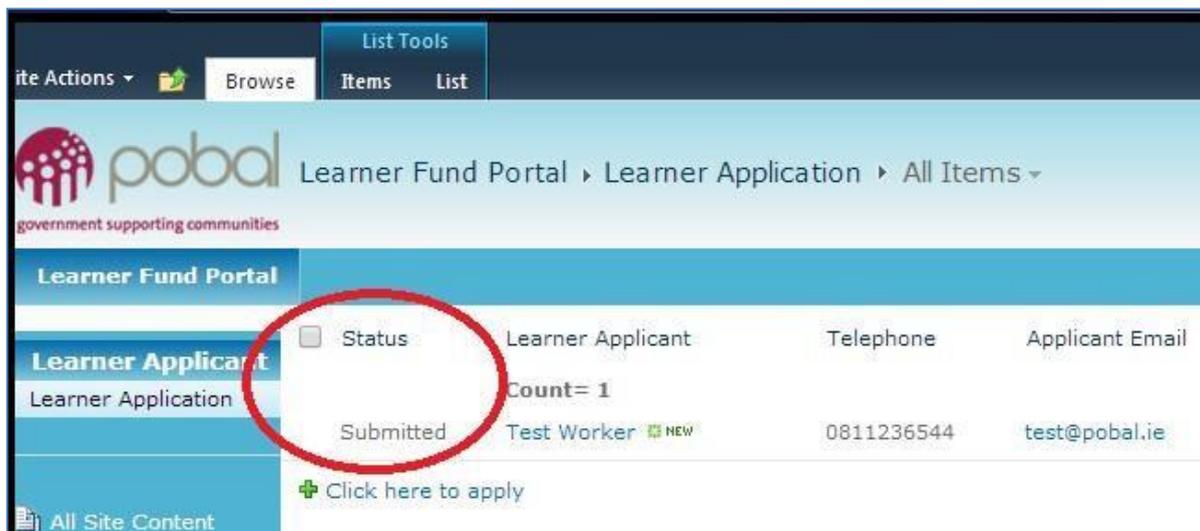
**NB The form cannot be printed until after it has been submitted.**

When you have finished completing the form, and you are ready to submit, click on the blue button which states '**CLICK HERE TO SUBMIT YOUR APPLICATION**'.

CLICK HERE TO SUBMIT YOUR APPLICATION

Once you click this, you will see a message which confirms that your application has submitted.

You will also be able to see that the status of the application is now 'Submitted':



Status	Learner Applicant	Telephone	Applicant Email
Submitted	Test Worker <span>NEW</span>	0811236544	test@pobal.ie

You can now re-open the application form by clicking on the Learner Applicant's name and you will be able to print the form using the print button at the bottom of the form.

PRINT APPLICATION

The Learner Applicant should carefully read the bottom section of the form before signing the application. The signed application should then be kept on file and produced for inspection if requested by the DCYA or Pobal.

For further funding information, eligibility criteria and Frequently Asked Questions relating to the Learner Fund please see the [Learner Fund 3 May 2016 - Information and FAQ](#)  
If you have any questions that are not answered in this document or under the FAQs please e-mail us at: [onlinesupport@pobal.ie](mailto:onlinesupport@pobal.ie)