Parent Career Development Fund - Guidance Notes

1. Scope

The scheme is designed to help parents with the additional care costs incurred as a result of attending conferences or other important networking events, which fall outside of their normal working hours. Costs will relate directly to the engagement of a childminder, nanny, nursery or other care provider.

There is a limited pot of funding available for this Scheme. Funds will be available on a first come first serve basis. The Scheme will run from 1 August 2016 to 31st July 2017 or until the funding available has been exhausted (whichever is sooner).

2. Eligibility

The scheme is open to:

- all academic or research staff (Grades 7-11) within all faculties (Science and Health, Humanities and Social Sciences) who have a child/children aged 11 or under or have child/children with a disability aged 16 or under.

Important: If you have available to you other sources of funding, for example in a personal research account, to support these childcare costs please use these in preference to making an application via this scheme, so that these funds can be used to support those most in need.

3. Making a claim

Individuals are permitted to submit one application up to a maximum of £150 during the period 1 August 2016 to 31st July 2017. Retrospective claims should not pre-date 1st January 2016.

4. Completing the application form

Applicants are required to complete all sections of the application form. Only applications that have been completed correctly and in full will be considered. Completed forms should be given to the Head of Department. A copy of the form should be kept by the applicant.

5. Considering the claim

Once the HOD has received the application form, he/she will discuss it with the Faculty Executive Dean and Faculty HR Manager. Approval will be given by the Executive Dean, or his/her nominee. Each case will be considered individually depending on the specific circumstances and needs of the individual. Approval will only be given where there is a clear benefit to the individual’s career development and no other source of funding (e.g. grant funding) to cover the request is available.

6. Receiving the funds

After attending the event/conference, claimants will need to complete and sign an expenses claim form with receipts (where possible) and pass this on to their Head of Department.

7. Providing feedback

Successful applicants will be written to by Human Resources, to provide feedback on the usefulness of the scheme and the impact that it has had.

8. Queries

If you have any queries about this scheme please contact your link HR Manager/Officer.

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1 The notional minimum number of hours for a full-time member of staff is 36 per week, pro rata for part-time staff.
2 For the purposes of this Document, Department shall mean Department, School or Centre.