



Early Education Funding - Provider Portal Training

Introduction

This course is an introduction to the online Synergy Provider Portal. It is essential that providers of 2-4 childcare attend this event. From September, new legislation means that eligible parents can now claim up to 30 free hours of childcare. This means providers will be required to claim for both standard hours, and any additional hours the children are eligible for.

The facilitator will talk through how to use the Synergy Provider Portal, the online tool used to submit Early Education Funding (EEF) claims to AfC.

The event will be as interactive as possible, the facilitator will provide a demonstration on how to access the portal, read funding history, and submit required data to AfC in order to claim EEF. The session will include a Q&A in which providers can make specific queries about the process. The course will include information on new processes related to the provision of Extended Hours (aka 30 Hours) that came into effect from September 2017.

If you are a provider of childcare for children between 2-4 this is an event you really need to attend. The session is only offered to those providers in Kingston or Richmond boroughs.

Please note this is an online course and a joining instructions will be sent to you prior to the course start time . We recommend that all delegates login to the session in plenty of time to avoid any technical delays.

Learning Outcomes

At the end of the course, the providers should be able to do the following:

- Log in to the Portal
- Access funding history/records for previous terms
- Submit estimates for the current term - required to receive the interim EEF payment.
- Complete a child headcount for the new term, including updating of existing children, adding new children, and submitting the records to AfC.
- Existing users should be comfortable with the new features of Provider Portal, such as how to add Extended Hours (30 hours) and check parents' eligibility to claim Extended Hours (checking codes).

Providers should also leave feeling any specific concerns they have about using the Portal have been addressed.

Audience	Early Years and Childcare, Business Support
Age Ranges	0 - 5 yrs
Trainer	Chris Hall, Anita Board

Start Date	Venue	Times	Event Code
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