

List of Provider (LOP) meetings March 2026 – FAQs

query	response
Why was the line around potentially being charged for voluntary consumables been removed from the PAF form?	This line is being reinstated on the PAF form.
How long do we have to keep our PAF forms?	Parent/Carer Authorisation Forms (PAFs) must be retained for audit for the previous 3 terms. You can find this information in the Early Education funding guidance Early Education Funding – Suffolk Learning
Suffolk CPD Causes a range of issues for us the search bar is difficult to use, it is off putting to book courses through CPD as the actual price after the 60% discount is only visible at the very last point of paying, it is hard to find courses on CPD.	Currently Suffolk CPD is the only option available for us for the booking mechanism for courses. Discounts are applied at the checkout stage. We are working with colleagues in the wider council to see if there are any other alternatives we could use instead. Any changes to the booking mechanism will be notified to you via the broadcast.
Will we get any opportunities before training around completing EHCP needs assessment requests and any training around observations.	We do not currently offer specific training. However, providers can seek bespoke support from their Early Years Advisor in relation to the Education Healthcare Needs Assessment process and quality observations.
Why am I not notified of what level high needs funding will be paid at for each child?	If you do not hear from us as to which level each child is awarded for regard high needs funding it means you should assume it has been agreed at the level, you applied for.
Why do we hear so late in the term which children are qualifying for EYPP children? This makes it very difficult to know which children we need to allocate that money to support their needs as early as possible.	The reports detailing which children are eligible for EYPP and/or Deprivation cannot be generated until payments have been made. This is due to the functionality of the software, and because the EYPP and Deprivation amounts are included within your Early Education Funding payments. We aim to have these reports generated and sent out within the week following payments, usually by the end of half term.
We cannot get the search bar to work effectively on Suffolk learning.	The search function will look at the whole of the Suffolk Learning site. The Suffolk site is used across education services. Please go to early years and look through the menu sections. If you cannot find what you are looking for Email: Suffolkfis@suffolk.gov.uk and ask for assistance to locate the page you are looking for
Will there be another free WellComm pack rollout?	Yes, we have purchased a limited number of WellComm packs. We will be identifying settings for these to go to during the summer term.

	Providers can also loan a WellComm Pack from the Early Years and Childcare Service by emailing suffolk.fis@suffolk.gov.uk
Why do we get lots of Broadcast close together? Could things be saved up resulting in fewer Broadcasts?	Broadcasts are usually sent out once a week on a Wednesday. Sometimes, we may have an urgent or specific update that cannot wait for the next week's broadcast or requires a standalone broadcast. Training broadcasts are sent on a Thursday or Friday as required so not always each week.
Can EYPP be used to fund additional session? – guidance is not clear	EYPP is additional funding paid only on the hours a child receives as part of their free early education entitlement. It is designed to improve educational outcomes for disadvantaged children by enhancing the quality of provision e.g. staff training, targeted interventions, resources, or support strategies and must be used to enhance the child's learning and development within their funded hours. EYPP cannot be used to cover or reduce the cost of extra sessions.
Managers are finding it difficult to authorise their own training – guidance on this would be helpful.	Managers of settings will need to approve and pay for their own requests in the same way as they do for their team.
Is it possible to allocate staff on training as their manager rather than the individual having to do this?	No this is not possible; staff need to book their own training, the help section on Suffolk CPD provides this explanation
How do managers download staff certificates from Suffolk CPD Online?	In the help section on Suffolk CPD there is instruction on how to view your staff training history. You also have the option to download both the Learning Resources and View Events pages to Excel. Managers are not able to download certificates for their staff, the individuals will need to be responsible for doing this and sharing if necessary.
When people leave the organisation how do manager delete accounts from their setting on Suffolk CPD Online?	Contact CentreforLearning@suffolk.gov.uk With the details of staff to be added or removed.
It is great to see the ELKLAN training for nought to three year olds will we also get the option for ELKLAN training for three to five year olds?	Currently we are focusing on younger children due to expansion of baby places.
Will there be any more leaders and managers courses soon?	Providers can complete a request for leaders and managers training as these are demand led. 3. Request for Early Years Training – Suffolk Learning