

LEARNING TRAVEL

What is the Learning Travel Bursary?

Learning Travel is travel that is provided to young people for short-term Education, Employment and Training needs. Every service is allocated a stock of travel tickets.

Before issuing travel cards, please calculate if it is more cost effective for the bursary team to top up their oyster rather than issuing a YP a travel card.

Eligibility

Travel can only be granted if it pertains to opportunities that are outlined below:

- Education
 - > College/University interview or open day
 - > Travel Bursary for education approved and travel pending
- Employment
 - > Job interview
 - > Travel Bursary for employment approved and travel pending
- Training
 - > Short course (6 weeks or less)
 - > Work experience (6 weeks or less)
 - > Internship (6 weeks or less)
 - > Travel Bursary for training approved and travel pending
- Internal Programmes
 - > Functional Skills
 - > ECDL/Digital Skills
 - > Traineeship
 - > Taster sessions
 - > CP Engagement 8 week programme

Issuing Travel

- Young people must provide evidence of opportunity
- Travel is issued to the young person - All travel cards must be stamped with the correct dates and **CANNOT** be handwritten
 - > A member of staff and the young person must sign the travel return form to confirm that travel was issued
 - > The staff member must log ticket number issued.
 - > Signatures must be hand written
 - > Staff member must outline the reason travel was issued
 - > After the event has occurred, the staff member must sign the return form to confirm that the YP attended the event.
- Learning Travel Return forms must be sent to L.Travel@centrepoin.org every month.
 - > The travel balance at the bottom of the sheet must be completed and the form must be signed by the service manager.
 - > If no travel has been used that month, please send a travel return sheet, signed by the service manager, showing nil travel
- It is important that the forms that are returned are completed accurately so we can continue to provide the funds to services.

If there are recurrent misuses we may need to freeze the travel allocation at the service