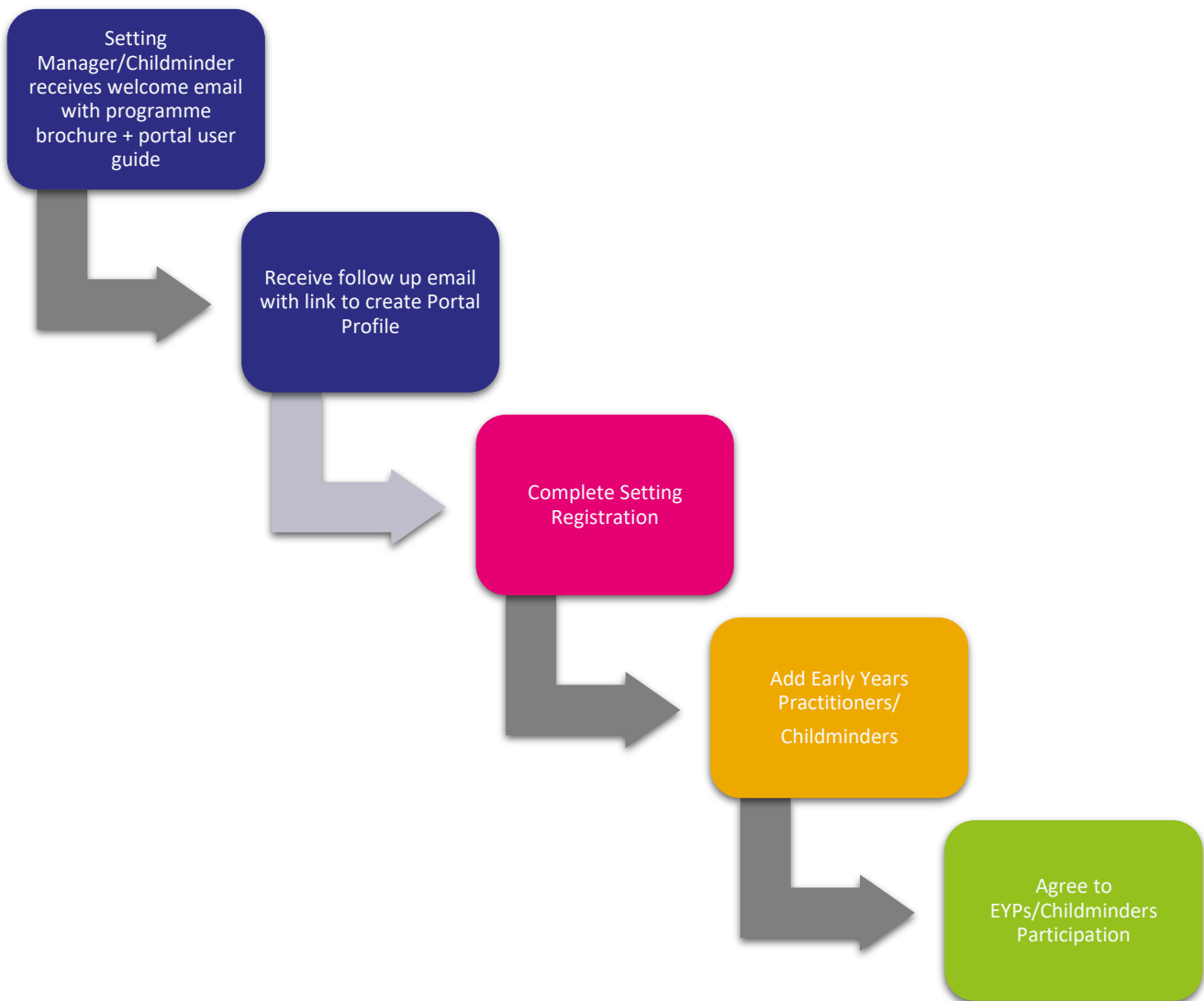


Early Years

Professional Development Programme

BUILDING ON SUCCESS

Registration Process:



Funded by



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Setting Manager/Childminder portal

Setting Managers and Childminders will use the Portal to enter and manage details about their Settings and the Early Years Practitioners (EYPs) or Childminders who will be put forward for the Programme. Here are the steps they go through:

Step 1 - Setting Managers/Childminders complete their setting details and put forward practitioners:

- 1. Receive welcome email with brochure.**
- 2. Receive email with unique link to create account on the portal.**
- 3. Log into the Setting Manager/Childminder main page and update profile details - first name, surname, and email address.**
- 4. Add details about Setting(s) and submit them for eligibility review. An email will confirm if the setting is eligible.**
- 5. If Setting(s) are eligible, next step is to put forward EYPs to participate in the programme (Note: Childminders can put themselves forward).**
- 6. Log into portal and enter EYPs/Childminders details and send invitation.**

Step 2 – the EYPs/Childminders then complete their details to check eligibility:

- 1. Receive email with link to portal where they enter their details and answer eligibility questions (they must hold minimum of level 3 qualification or be working towards achieving this in next few months).**
- 2. Follow link to log into portal and complete eligibility questions.**
- 3. If the EYP is eligible, the setting manager will receive a confirmation email. If the EYP is not eligible, the EYP will receive an email notifying them that they are currently not eligible.**

Step 3 – The Setting Manager/Childminder returns to the Portal to confirm their approval for the practitioner to take part:

- 1. Receive email confirming when EYPs/Childminders have been approved by the programme.**
- 2. Log into portal and complete the 'Managers Agreement' (confirmation that they are happy to release EYPs/Childminders for training).**
- 3. EYPs/Childminders receive confirmation email and are now enrolled on the programme and process is complete.**

Successful EYPs/Childminders wait until December to receive email with further information regarding accessing the Learning Management System which will host the eLearning modules and signing up for webinars.