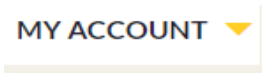
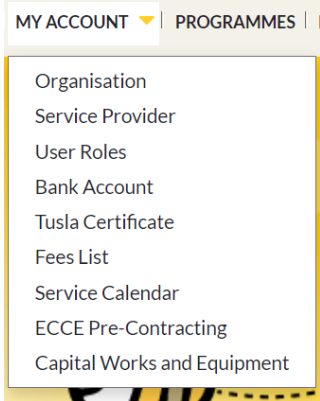


# ECCE Qualifications

1) Service Provider must select on **My Account**



2) From the dropdown arrow, Select on **ECCE Pre-Contracting**.



3) Select on **Add ECCE Pre-Contracting**.



**Note:**

- For new Services and/or Service looking for a new DCYA Ref Number, CCCs confirm information is valid and sign the completed ECCE Check List Form (Form 1) before Service Provider uploads it here.
- Service Providers with a current valid DCYA reference number must upload an ECCE Declaration Form only. (Form 2)

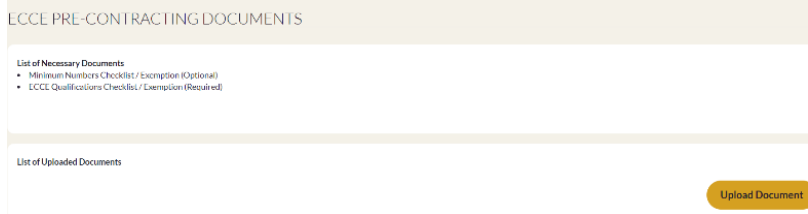
4) In Programme Call select **ECCE 2020** from Dropdown.



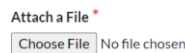
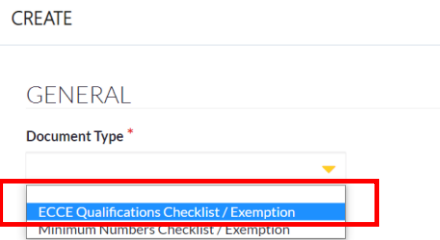
5) Select **next** from the bottom right.



6) Select the option **Upload Document**



7) From the dropdown select on **ECCE Qualification Checklist/Exemption**. Choose your file (**Form 1 or Form 2**) and then Submit.



8) You will receive a message, submitted successfully.



9) Pobal will approve your submission (**see Note**) and you can continue to the Contracting stage.



**Note:**

- Pobal checks if the ECCE Checklist Form is correctly signed and stamped.  
Pobal checks if ECCE Declaration Form are correctly signed.



# ECCE Qualifications

## Form 1

DCYA Ref No \_\_\_\_\_ (if applicable).

### Childcare Programmes Checklist for New ECCE Applications on the Early Years Hive 2020/21

This form must be completed by services wishing to participate in DCYA Childcare Programme - ECCE. The checklist must be completed and signed by you and your local CCC. Once this checklist is completed, please attach this check list form to the ECCE qualifications section of the Early Years Hive. Your service will then be set up on the Hive.

	<b>Please tick the appropriate boxes relating to the following statements:</b>	<b>Applicant Check List Please Tick Box</b>	<b>CCC Check List Please Tick Box</b>
1	I am attaching copies of qualifications held by the staff members who will deliver the ECCE Programme from September 2020. <b>Only qualifications on the “DCYA Early Years Recognised Qualifications” list or with a DCYA letter of eligibility have been accepted.</b> All ECCE Pre-School Leaders must hold a minimum qualification of a full QQI (FETAC) Level 6 award, with all Room Assistants holding a minimum of a full QQI (FETAC) Level 5 award.		CCC Confirm by tick
2. a	I declare that I will have a minimum of 8 children enrolled in my service (in each session) in September 2020/21 enabling me to deliver an appropriate ECCE Programme <b>OR</b>		
2. b	I understand that if I do not have a minimum of 8 children enrolled in my service in September 2020 I will seek an exemption from 2(a) with my local CCC.		
3	Please state the maximum number of ECCE children your service can cater for (at one time).		

On behalf of \_\_\_\_\_ (name of Early Years' Service), I wish to apply to participate in the ECCE Scheme for the 2020/21 programme year. CCCs are confirming that the documents they saw satisfy the qualifications requirements.

Signature of Primary Authorised User (PAU): \_\_\_\_\_ Date: \_\_\_\_\_

For CCC use only:

I have verified that the Primary Authorised User (PAU) is the signatory above and is the PAU on PIP. **I have reviewed this whole application and I confirm that I have validated all qualifications with the DCYA and that all necessary documentation is in order.**

Signed: \_\_\_\_\_ CCC: Date: \_\_\_\_\_

**Once this form has been completed by both the PAU and the CCC, please attach to the ECCE Qualifications section on the Early Years Hive.**



# ECCE Qualifications

## Form 2

DCYA Ref No \_\_\_\_\_

### Declaration of ECCE Qualifications for ECCE Funding Agreement on the Early Years Hive 2020/21

#### Appendix 2

This form must be completed by services wishing to participate in DCYA Childcare Programme - ECCE. The declaration must be completed and signed by the PAU. Once this checklist is completed, please attach this Declaration form to the ECCE qualifications section of the Early Years Hive. Your service will then be set up on the Hive.

	<b>Please tick the boxes confirming the following statements:</b>	<b>Please Confirm by Ticking</b>
1	I confirm that the qualifications held by each Room Leader who will deliver the ECCE Programme from September 2020 are on the <b>“DCYA Early Years Recognised Qualifications” list or hold a DCYA letter of eligibility.</b> All ECCE Pre-School Leaders must hold a minimum qualification of a full QQI (FETAC) Level 6 award.	
2	I confirm that the qualifications held by each Room Assistant who will deliver the ECCE Programme from September 2020 are on the <b>“DCYA Early Years Recognised Qualifications” list or hold a DCYA letter of eligibility.</b> All ECCE Room Assistants must hold a minimum of a full QQI (FETAC) Level 5 award.	

Signature of Primary Authorised User (PAU): \_\_\_\_\_ Date: \_\_\_\_\_

**Once this form has been completed by the PAU please attach to the ECCE Qualifications section of the Early Years Hive.**