

**Access and Inclusion Model (AIM) Level 7
Compliance Inspections 2024/2025
Compliance Checklist For ELC Providers**

NOTE TO PROVIDERS: It is the responsibility of the provider to ensure compliance with their contractual requirements. This checklist is intended for information purposes only and is not exhaustive.

It is essential that approved providers are familiar with the programme information including the Funding Agreements, Programme Guides and DCEDIY Rules documentation including AIM Rules available on the Hive and DCEDIY website.

For further information please refer to the ECCE and AIM L7 Compliance Guide for Approved Providers available on the Hive.

To minimise disruption to the provider’s operation, Pobal recommend that providers collate information for review on these inspections in a Compliance File which is readily available and on-site at all times. This File should not contain any information which is not relevant to the Compliance checks as outlined below (e.g. staff files, etc.). Attendance Records and Fee Records should also be easily accessible.

The following is a guide as to the types of information that Visit Officers will seek to review during a Compliance Inspection.

Please tick

Compliance File		
1	Is the Compliance File readily available and is information up to date?	Yes <input type="checkbox"/>

It is recommended that the following be kept in the Compliance File:

Staff Qualifications		
2	<p>Do all additional assistance staff hold a minimum QQI level 5 qualification and is evidence of these qualifications available on-site for review at an inspection?</p> <p>Note: Qualifications are checked against the DCEDIY Early Years Recognised Qualifications list available on the DECDIY website. Qualifications must be in English or Irish, any documents not originally in English or Irish must be accompanied with a translation to English or Irish. Certified translations only can be accepted.</p> <p>Where a Qualification is not on the DCEDIY Early Years Recognised Qualifications list, the individual must apply to the DCEDIY for assessment.</p> <p>See https://www.gov.ie/en/service/000073 for more information.</p>	<p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

The following must also be kept on site and available for review by a Visit Officer:

Attendance Records		
3	<p>Are there attendance records on-site for each session? Attendance records must be maintained and readily accessible from the start of the programme year.</p> <p>Please see <i>Good Practice Guide – Attendance Records</i> in the programme rules documentation.</p>	Yes <input type="checkbox"/>

The following should be up to date and maintained accurately:

Approved Capitation		
4	Is the approved AIM 7 Capitation on the Hive accurate and up to date?	Yes <input type="checkbox"/>
5	Where capitation for additional assistance staff has been approved, is the assistance staff member additional to the ECCE in-ratio staff at all times, as required by the capitation?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
6	Is the assistance staff member additional to the ECCE in-ratio staff present in the ECCE session at all times when the relevant child/ren are registered to attend?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7	Where capitation for reduced ratio has been approved, is the room ratio reduced by a minimum of three children at all times, as required by the capitation?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>