

# Birth to Five Service **Workforce Audit**

Full Daycare  
&  
Sessional Settings

**IMPORTANT - completed forms should be returned by Friday 3rd October 2008**

19<sup>th</sup> September 2008



Dear Colleague

The Department for Children, Schools and Families (DCSF) has requested that the Local Authority monitor the numbers of Early Years staff in settings who have appropriate qualifications in early years and childcare. We appreciate that you may get asked to provide similar information with regard to your setting, but it is vital that we forward statistics from Lincolnshire that are as correct as possible.

*We are required to give the percentage of workers with qualifications at each level. However, please be reassured that we will not be reporting back on individual settings.*

We would be grateful if you could assist us by completing the questionnaire for your setting as fully as possible and return it to the Birth to Five Service by **Friday 3<sup>rd</sup> October 2008**. A stamped and addressed envelope is enclosed for your return.

<b>Setting Details:</b>	
Owner / Manager's name	
Setting Name	
Setting Address	
Postcode	
Telephone Number	
Email address	

*We aim to make sure that relevant information gets cascaded to our settings quickly; If you do have an email address (that is checked regularly) please include this so as we can keep our training database as up to date as possible. We often know of additional courses / conferences / workforce development information that we feel it would be useful for you to know about and this is a simple cost effective way to forward the details.*

Web site address				
Ofsted Unique Registration Number (URN)				
Date of last Ofsted inspection				
Current Ofsted gradings	Care: Education:			
Is the setting registered for Nursery Education Grant (NEG)	<b>YES</b>	*please tick	<b>NO</b>	*please tick
Which best describes your setting? *please tick those that apply	Private Day Nursery	Sessional Pre-school	Out of school club	Registered Childminder
	Independent School	Sessional Playgroup	Breakfast Club	Crèche

Number of children on roll currently		Number of paid staff	
--------------------------------------	--	----------------------	--

**Please now provide the setting opening hours:**

Monday		Tuesday	
Wednesday		Thursday	
Friday		Saturday	
Sunday			

**Please provide a summary of staff qualifications currently held:**

	<b>Total</b>
No childcare qualifications	
Level 2	
Level 3	
Level 4	
Level 5	
Level 6	
Level 7	
Level 8	

*\*The total number here should be the same as the total number of staff members*

**Guide to qualification levels:**

<b>Level 2</b>	Certificate in Early Years Practice Certificate in Preschool Practice NVQ level 2 in Childcare and Education NVQ level 2 in Children's Care Learning & Development Intermediate Cert. in skills for working with children & young people (NCFE) NVQ level 2 in Play work Certificate in Play work
<b>Level 3</b>	NVQ level 3 in Childcare and Education NVQ level 3 in Children's Care Learning & Development Diploma in Childcare and Education Diploma in Nursery Nursing National Diploma in Nursery Nursing (NNEB) Certificate in Childminding Practice (CCP / DHC) Diploma in Playgroup Practice (Wales) Montessori Diploma (2 yr) NVQ level 3 in Play work Diploma in Play work
<b>Level 4</b>	Certificate in Early Years Practice (Open University) Advanced Diploma in Childcare and Education (ADCE) NVQ 4 Children's Care Learning & Development HE Certificate Working with Children Young People their parents & Carers
<b>Level 5</b>	Early Years Foundation Degree Foundation Degree Families, Parenting & Communities
<b>Level 6</b>	Early Childhood Studies Degree Teaching Degree with Early Years Specialism
<b>Level 7</b>	Masters Degree PGCE
<b>Level 8</b>	PhD level

**Every Child Matters In Lincolnshire**



Key roles within the setting: *(please print)*

\*please tick

	Full Name	Highest childcare qualification held	Please identify qualifications they are studying currently	Gained EYPS	Working towards EYPS
Name of Setting Owner					
Name of Setting Manager (if different)					
Name of Setting Deputy					
Name of Lead SENCo					

*\*If the setting is registered as full daycare you must be aware that it is a requirement that you will need to be Graduate led by 2015*

Now please list all other employed staff (regardless of whether they are in full or part-time positions):

Full Name	Position within the setting	Highest childcare qualification held	Please identify qualifications they are studying currently	Gained EYPS	Working towards EYPS

*\*I apologise if there are insufficient rows for your full staff team, please continue on an additional sheet if necessary*

**Finally onto the much appreciated volunteers:**

Name	Highest Childcare qualification held	Please identify qualifications they are studying currently

**Now for just a few general training questions:** \*if you could give comments / reasons it will help us to build a picture of local issues / initiatives

1	Do you have a staff team that are keen to attend training?	
2	What would you say are the biggest barriers to being able to attend training for staff members?	
3	Have you implemented use of the 'Training Passport' recently distributed?	
4	Do you regularly share with parents staff members training achievements? And how?	
5	Do you have any training incentives in place for your staff?	

**Whilst we are collating this data we felt it would be an appropriate time to ask for your opinions on the training available within Lincolnshire. The Training Directory process starts in November for the 09/10 period so your views will be taken into consideration as courses are developed.**

1	Please could you comment on the format of the current / previous Training Directories – identifying preferences	
2	Do you feel that the course outlines identified in the Directory give you sufficient information re: course aims?	
3	Can you identify any areas that need addressing in order to up-skill the early years workforce in the year ahead?	
4	When is the best time for your staff team to attend training? (weekdays, evenings or weekends)	
5	What are your views on training with other sectors of the children's workforce in the future e.g. Youth & Schools	

*\* please continue on an additional sheet if necessary*

*'All children deserve the best possible start in life. This can be achieved in large part, by ensuring that the people who provide early years service have the right skills, knowledge and experience to have a positive impact on the children they work with. Early years services are better when they are led by graduate practitioners – Early Years Professionals (EYPs) who reflect to improve what they do and guide others to be the best that they can be.'*

*The first EYPs are already making a difference to the lives of children. Their enthusiasm, commitment and skill are impressive and I look forward to seeing their impact spread across the early years world.'*

Jane Haywood  
Chief Executive, Children's Workforce Development Council

Just to re-iterate that the Birth to Five Workforce Development Team will give guidance on:

- *Promoting the benefits of a graduate led & highly qualified workforce*
- *General training opportunities available to early years practitioners*
- *Pathways to progression - which qualification is right for you?*
- *Signposting candidates to accredited training providers*
- *Settings annual training planning (matrix of needs)*
- *Funding opportunities for continued professional development*
- *The benefits of the Graduate Leader Fund.*

Thank you for your help in this matter.

Yours sincerely

*Stephanie Douglas.*

**Stephanie Douglas**  
Head of Service  
Direct Dial: 01522 587570

*S. Otter*

**Sue Otter**  
Workforce Development Manager  
email: [susan.otter@lincolnshire.gov.uk](mailto:susan.otter@lincolnshire.gov.uk)  
Direct Dial: 01522 587576

Fax: (01522) 587598



Managed Service on behalf of

