



## Level 2 Certificate in an Introduction to Early Years Education and Care

## Level 3 Diploma for the Early Years Workforce (EYE)

### Pre-enrolment agreement

#### To the learner:

- Please read and sign Part 1 of this form yourself.
- Please pass your completed Part 1, along with Part 2 to your workplace manager to read and sign.
- Return all parts of your completed form to NEC, along with your completed enrolment form.
- If you work at more than one school, Part 2 must be completed for each. You should make copies of those pages in this document, and pass a copy to the headteacher/mentor in each of the schools.
- The observation visit may be done in more than one setting, on two separate days, to be agreed between the learner, tutor and setting manager.

## Part 1: Learner information

Name \_\_\_\_\_

Name of setting \_\_\_\_\_

Website (if available) \_\_\_\_\_

Name of workplace manager/supervisor \_\_\_\_\_

Number of hours per week you work at your setting

Mon \_\_\_\_\_ Tues \_\_\_\_\_

Wed \_\_\_\_\_ Thurs \_\_\_\_\_

Fri \_\_\_\_\_ Total \_\_\_\_\_

Opening hours of setting \_\_\_\_\_

In this setting, do you work with children aged (please delete as appropriate):

0-23 months **yes/no**

24-36 months **yes/no**

36-60 months **yes/no**

If you work in more than one setting, please supply further details below.

Name of setting \_\_\_\_\_

Website (if available) \_\_\_\_\_

Name of workplace manager/supervisor \_\_\_\_\_

Number of hours per week you work at your setting

Mon \_\_\_\_\_ Tues \_\_\_\_\_

Wed \_\_\_\_\_ Thurs \_\_\_\_\_

Fri \_\_\_\_\_ Total \_\_\_\_\_

Opening hours of setting \_\_\_\_\_

In this setting, do you work with children aged (please delete as appropriate):

0-23 months **yes/no**

24-36 months **yes/no**

36-60 months **yes/no**

**This is an online course. You will need to have the following IT skills:**

- confidence in using the internet
- ability to send and receive email with attachments
- ability to produce basic documents in Word or equivalent word processing program.

## Part 2a: Learner Assessment Agreement

### As the learner, you agree to:

- Arrange two full-days (up to six hours) of practical assessments and professional discussion, for the level 3 course, and one full day (up to six hours for the level 2 course).
- Be fully prepared for each observation visit in line with the guidance given to you by your tutor/assessor and NEC. If your tutor/assessor arrives and this is not the case, a fee of up to £300 may be charged to cover tutor/assessor costs already incurred by NEC.
- Gather evidence from your setting, e.g. accident reports, health and safety procedures, feedback on child behaviour.
- Comply with the requirements, policies and procedures of CACHE and NEC.
- Give at least 48 hours notice of cancellation of each workplace assessment. A cancellation fee of up to £200 may be charged to cover any tutor/assessor costs already incurred by NEC.
- Adopt an appropriate Code of Conduct.
- Notify NEC if there are any changes to circumstances, i.e. change of employment, any criminal, child protection or disciplinary proceedings taken against you during the period of your assessment.
- Share information of progress with your manager and agree that your assessor/NEC can discuss your progress with your manager.
- Agree to your information being shared with funding agencies as required.
- Keep completed portfolio for three years after certificate date as it may be recalled by CACHE.
- Pay additional travel costs incurred if situated outside of the UK mainland.
- Purchase the Heinemann text book relevant to the course of study as detailed on the website. This is not included in your course fee.

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

## Part 2b: Manager Assessment Agreement

### The manager agrees:

- The learner named in Part 1 is currently working at the named setting and employed for the hours stated.
- To accommodate two full-days (up to six hours) of practical assessments and professional discussion, for the level 3 course, and one full day (up to six hours) for the level 2 course.
- To ensure that the learner is fully prepared for their observation visit in line with the guidance given by the tutor/assessor and NEC. If the tutor/assessor arrives and this is not the case, a fee of up to £300 may be charged to cover tutor/assessor costs already incurred by NEC.
- To work with the learner to ensure all practice opportunities and evidence are ready for assessment by the agreed date of the visit.
- To support the assessment process by releasing the learner from work duties for planning, professional discussion, feedback and review meetings with their assessor to ensure the award can be completed within the agreed timescales.
- To flexibly accommodate all assessment methods and timings to enable meeting of standards.
- To comply with the requirements of CACHE and NEC.
- To provide 48 hours notice of cancellation of workplace assessment. A cancellation fee of up to £200 may be charged to cover any tutor/assessor costs already incurred by NEC.
- To notify NEC if there are any changes of circumstances, i.e. change of employment, any criminal, child protection or disciplinary proceedings taken against the learner during the period of assessment.

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Position \_\_\_\_\_

Name of setting \_\_\_\_\_

Address of setting \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact telephone number \_\_\_\_\_

Designated Safeguarding Officer \_\_\_\_\_

I would like to receive regular news of NEC's latest courses (please tick)

## Part 2c: Activities

If the learner named in part 1 is enrolling on a level 3 qualification, please confirm that they will

- greet parents and children as they arrive **yes/no**
- contribute to writing risk assessments **yes/no**
- contribute to writing policies and procedures **yes/no**
- be a key worker for a group of children **yes/no**
- plan differentiated activities for key children **yes/no**
- have contributed to a two year old check under the EYFS **yes/no**
- contribute to parent's meetings to discuss the progress of their children **yes/no**
- create and maintain progress records for some of the children in the setting **yes/no**
- do regular observations and assessments on children in the setting **yes/no**
- have experience of filling in accident and incident records **yes/no**
- be confident in providing a balanced and nutritional diet to the children in the setting **yes/no**
- be confident in providing suitable personal care for a baby, toddler and pre-school child **yes/no**
- have a current first aid certificate **yes/no**
- within the last 12 months, have attended a workshop on Child Protection or Safeguarding **yes/no**
- have access in the workplace to children within the age ranges indicated on page two **yes/no**

(please delete as applicable)

## Part 2d: Assessment Agreement

NEC agrees to:

- Provide training, including the provision of distance learning materials (excluding the essential textbook) to support underpinning knowledge.
- Provide the learner with the name and contact details of the assessor at the beginning of the course.
- Support the learner throughout the course and in compiling their portfolio.
- Comply with CACHE and NEC requirements for the assessment and quality assurance of diverse evidence.
- Comply with CACHE and NEC policies and procedures.
- Adopt an appropriate Code of Conduct. Employ quality assessors/quality assurers who comply with CACHE requirements.
- Ensure that the assessor works to the correct standards and manages their workload effectively to ensure quality of access to assessment for all their learners for whom they are responsible.

## Part 2e: Setting Safety Declaration

To be completed by the setting/placement manager

I confirm that the school is a safe and healthy environment for a learner to undertake a CACHE qualification and for workplace assessment to take place.

Learner name \_\_\_\_\_

Setting name \_\_\_\_\_

Setting Ofsted registration number \_\_\_\_\_

The learner has received health, safety and safeguarding information, including training and information about Whistleblowing procedures. This will be updated on a regular basis as well as when changes to procedures take place.

When the NEC's appointed assessor attends the setting they will receive information required to ensure their own safety and the safety of others in the setting.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_