

**Strong  
Foundations**

## Childminding Induction Support Programme

Designed to support potential childminders in Scotland through every stage of the registration process and beyond. Our Childminding Induction Support Programme covers everything you need to know.

Skills  
Development  
Scotland

ITA Approved Provider



Scottish Childminding Association is the only organisation dedicated to childminding in Scotland. We work entirely to promote childminding, offering professional help for childminders in Scotland.

We have the knowledge and expertise to guide you through the process of becoming a childminder.

### Why should I consider becoming a childminder?

Childminding provides you with the opportunity to:

1. Contribute to children's development and learning.
2. Provide a valuable Early Learning and Childcare service for your community.
3. Develop new skills and qualifications.
4. Be your own boss.
5. Run your own business from home.
6. Earn money while working around your family's needs.



**TO BOOK THE CHILDMINDING INDUCTION SUPPORT PROGRAMME CALL 01786 445377**



# Childminding Induction Support Programme

The Childminding Induction Support Programme will guide you through the process of becoming a childminder, enabling you to provide a positive learning environment so that your children will be able to progress in all aspects of their development.

The Childminding Induction Support Programme includes:

- ◆ The Childminding Induction Learning Course - available as either three interactive sessions or online via an easy-to-navigate e-Learning platform
- ◆ A SCMA Strong Foundations Pack
- ◆ Universal and tailored support from the team at SCMA
- ◆ The opportunity to achieve an SCMA Accredited Open Badge.

## Childminding Induction Learning Course

SCMA has a proven track record in delivering Induction Learning. The Childminding Induction Learning Course is split up into nine modules, delivered across three interactive sessions or online via an easy-to-use e-Learning platform, which allows you to work at a time and pace to suit you. The Childminding Induction Learning Course includes:

- ◆ The unique role of the childminder; the role of the Care Inspectorate and requirements of the registration and inspection process.
- ◆ Knowledge on how to help children progress in their learning and development through the adoption of child-led participation which is one of the core principles that every adult who deals with children and young people should adhere to.
- ◆ Getting it Right for Every Child (GIRFEC) practice guidance to enable childminders to adopt a child-centred approach.
- ◆ Meeting the needs of children, taking into consideration children's rights, wishes and making their voices heard.
- ◆ Positive Behaviour Management and Marketing your service. Childminding is not easily visible to families looking for childcare so the success of your new business venture can depend on your ability to market your service.
- ◆ Risk Assessment. The Care Inspectorate encourages early year services to "take a positive approach to risk in order to achieve the best outcomes for children... supporting children to enjoy potentially hazardous activities such as exploring nature and playing in the mud and rain."
- ◆ Health and Safety Considerations (Part 1). It is the responsibility of a childminder to ensure that their service and premises comply with health and safety and other relevant legislation.
- ◆ Health and Safety considerations (Part 2). Our guidance will help you create a welcoming, low-risk, healthy childminding environment within your own home and because of the importance of Health and Safety it has been split into two modules.
- ◆ Running your Childminding Business. Childminders must have a professional approach to operating their business, providing quality care and complying with Scotland's new Health and Social Care Standards. We will discuss the business side of childminding covering everything from cash flow and expenses, to contracts and effective communications with parents.

If you are unable to attend all three interactive sessions, you can always access the remainder of the course via our e-Learning platform at no extra charge to ensure you get the most out of the Childminding Induction Support Programme and access individualised tailored support.

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# Strong Foundations Pack

The Strong Foundations Pack is provided to all participants at the start of the Childminding Induction Learning Course. It has been developed to help you navigate the Care Inspectorate registration process and your first year as a childminder...

...ultimately helping you to build Strong Foundations!

Our Strong Foundations Pack is an essential childminding resource, divided into four handy sections:



## 1. Road to Registration

A comprehensive step-by-step guide to Care Inspectorate registration process, developed for potential childminders in Scotland.



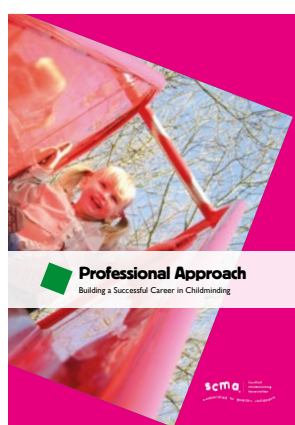
## 2. Laying your Strong Foundations

All the fundamental information about childminding and the early years sector, helping childminders of the future provide the best possible outcomes for their minded children.



## 3. Providing a Safe and Healthy Environment

Our guidance to help you create a welcoming, low-risk, healthy childminding environment within your own home.



## 4. Professional Approach

An invaluable guide to the business side of childminding covering everything from cash flow and expenses, to contracts and effective communications with parents.

**“** *I would highly recommend this programme to others who are thinking about a career in childminding – it gives you a great grounding into all aspects covered.* **”**

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## Universal Support

Childminding Induction Support Programme participants will be provided with a support system from SCMA – experts in childminding across Scotland. SCMA's website (**childminding.org**) and our Helpline (**01786 449063** Mon-Fri, 10am-4pm) are useful tools for potential childminders to access.

Attending our interactive Childminding Induction Learning Course gives you direct access to further information at each of the three sessions. Our experienced trainers are equipped to answer your questions, allay your concerns and initiate discussion.

In addition, SCMA works closely with the Care Inspectorate and an Inspector is invited to attend the first session of the interactive Childminding Induction Learning Course. This is designed to make participants familiar with the role of the Care Inspectorate and the registration process. This also gives you a chance to pose your specific questions to the Inspector in person.

For those accessing the Childminding Induction Learning Course online via e-Learning, further support and guidance is signposted to you, including additional related reading material.

SCMA provide the following for all Childminding Induction Support Programme participants:

### ◆ Individual Support

One-to-one support will be provided by your Childminding Development Officer (CDO) if you live in an area with a local SCMA staff member. In areas without a CDO, telephone and/or email support will be available from our Childminding Support Officer and designated support will be provided throughout the registration process.

### ◆ Tailored Support

Where a potential childminder requires more intensive support, this will be provided by the CDO (if available, see above) through a combination of telephone, email or home-visits, or by telephone or email from the Childminding Support Officer in other areas. Support will be provided at the specific points required.

## SCMA Accredited Open Badge

All participants who complete the Childminding Induction Support Programme will be invited to apply for a SCMA Accredited Open Badge. Accredited Open Badges are digital certificates of accomplishment, skills and qualities that encompass formal and informal learning. The Learn with SCMA team will provide support and guidance when participants apply and complete an Open Badge application, helping you to achieve a virtual badge to evidence your learning.



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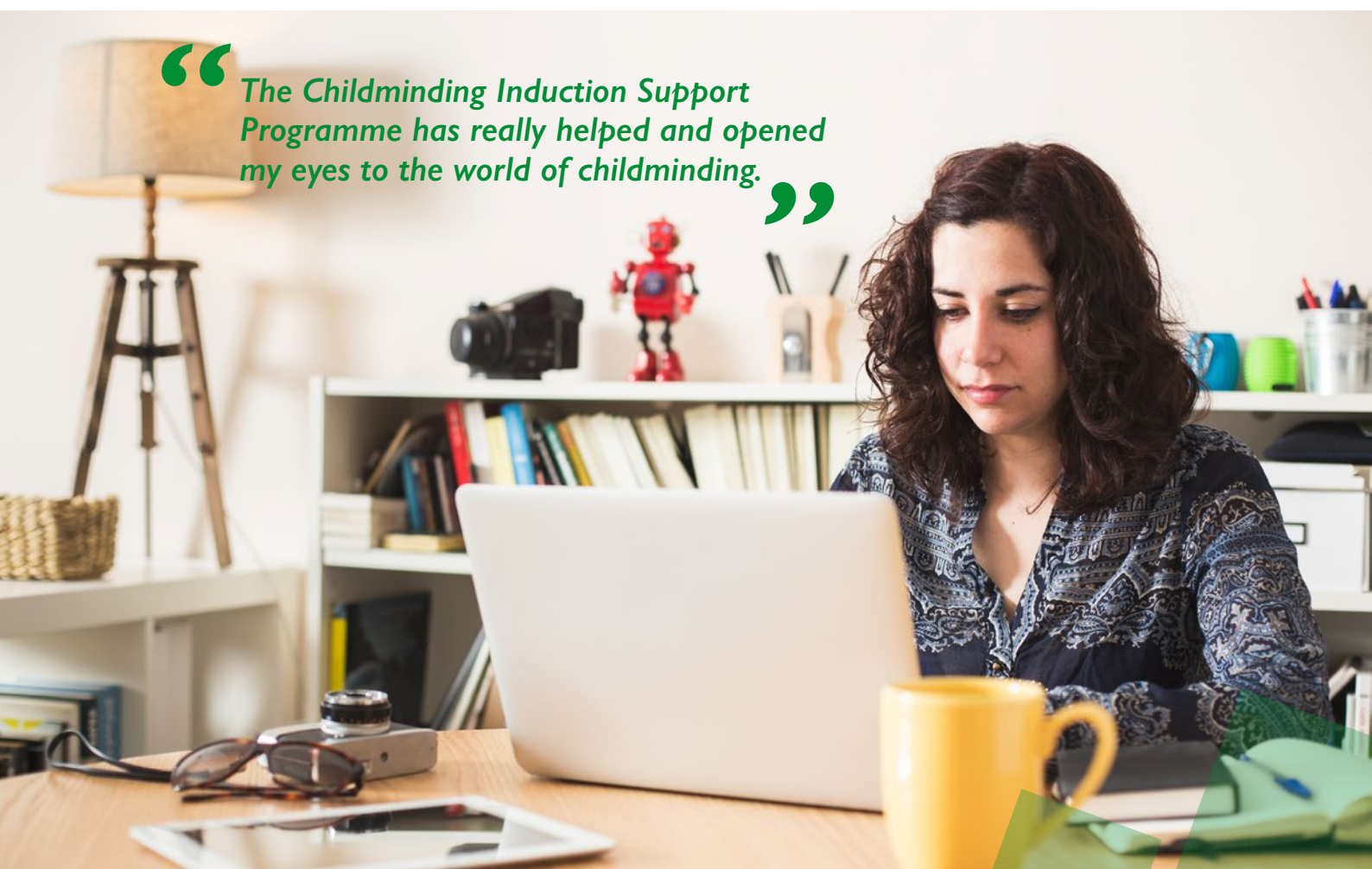
# How to apply for the Childminding Induction Support Programme

The cost of the Childminding Induction Support Programme is £200 or FREE if you are able to fund through an Individual Training Account (ITA). There is also the option to self-pay with a credit/debit card.

- 1.** If you are eligible we recommend that you apply for an ITA through [MyWorld of Work](#). Once you have applied online via this website, contact SCMA to discuss the application and programme details.
- 2.** Select your chosen Childminding Induction Learning Course – either three sessions or via e-Learning – and give us a call to book.
- 3.** You will receive confirmation by email of your booking and dates for your diary. If you have chosen to complete the Childminding Induction Learning Course by e-Learning, you can get started straight away and your Strong Foundations Pack will follow in the post.

Need help? Then call our friendly Learn with SCMA team on **01786 445377** to get started.

**“** *The Childminding Induction Support Programme has really helped and opened my eyes to the world of childminding.* **”**



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# What is a Skills Development Scotland Individual Training Account?

An Individual Training Account (ITA) is available to help people develop the skills they need for work. Funding from Skills Development Scotland is delivered via ITAs, which give learners who meet the eligibility criteria up to £200 towards a single course or programme each year. And because it's not a loan, you don't need to pay the money back. To apply for an ITA, learners must:

- ◆ be aged 16 or over
- ◆ be living in Scotland
- ◆ have an income of £22,000 per year or less or be on certain benefits
- ◆ currently be in, or actively be seeking work
- ◆ not be in secondary, further or higher education
- ◆ not be undertaking a Foundation, Modern or Graduate Apprenticeship
- ◆ not be undertaking any other Skills Development Scotland-funded training.

## ITAs:

- ◆ Can only be used on one single occasion within a 12 month period.
- ◆ Are renewable each year, providing you meet the criteria and renew your account.

## Apply today

To apply for an ITA, first visit the MyWorld of Work website [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk). Find an ITA approved course. You can search for our course using 'Childminding Induction Support Programme.' Complete the application form. Then contact SCMA to discuss your application. Once all paperwork is completed, and your eligibility is confirmed, you will be able to access the full Childminding Induction Support Programme from SCMA.

## Graduates welcome

SCMA is an approved provider of ITAs. More good news is that the criteria for an ITA allows individuals who already hold degrees to apply for funding. So if you are thinking of becoming a childminder and meet the criteria for an ITA, then start your journey today.

As with all professionals, quality childminders should take the opportunity to develop their knowledge and skills throughout their career. Through a range of learning opportunities, SCMA enable childminders to broaden their knowledge base, enhance their skills and improve the quality of their childminding service.

# SCMA Membership

Once you've completed the Childminding Induction Support Programme you will become a member of SCMA and can then take advantage of our benefits.

Membership of a trusted organisation like SCMA gives you peace of mind, invaluable support and a chance to make a difference. It says that you're professional, informed and committed to quality.

Being a member of SCMA give you lots of exclusive benefits such as:

- ◆ Free advertising on the Childminder Search Service
- ◆ Access to Learn with SCMA courses
- ◆ Essential business stationery for childminders
- ◆ Insurance designed to meet your needs
- ◆ Free childcare and legal helplines
- ◆ Magazines, essential information and free resources.

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