

Early Years Provider Hub

User Guide: Updating Setting Details

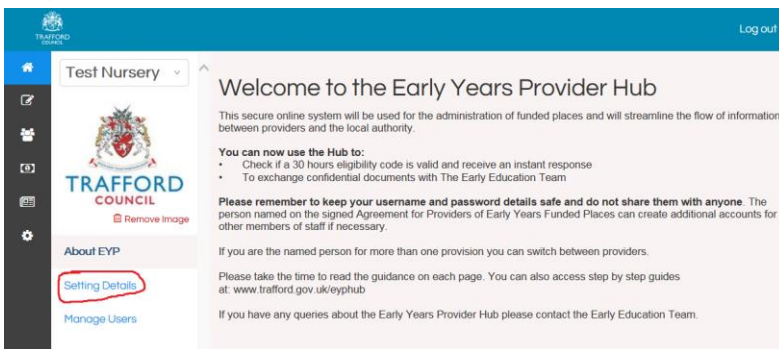


Introduction

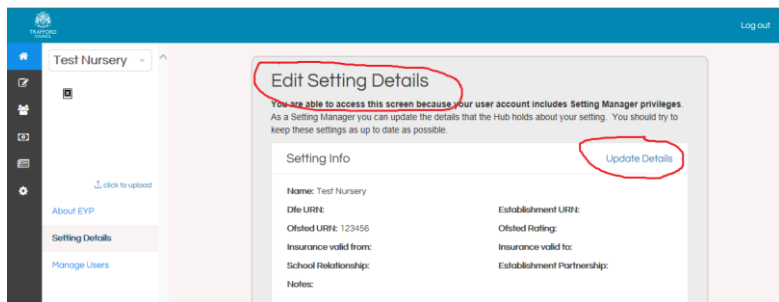
This guide explains how to update setting details on the Early Years Provider Hub. Any member of staff with Manager Privileges can do this.

Edit Setting Details

Log in to the Early Years Provider Hub. From the Home Page click 'Setting Details':

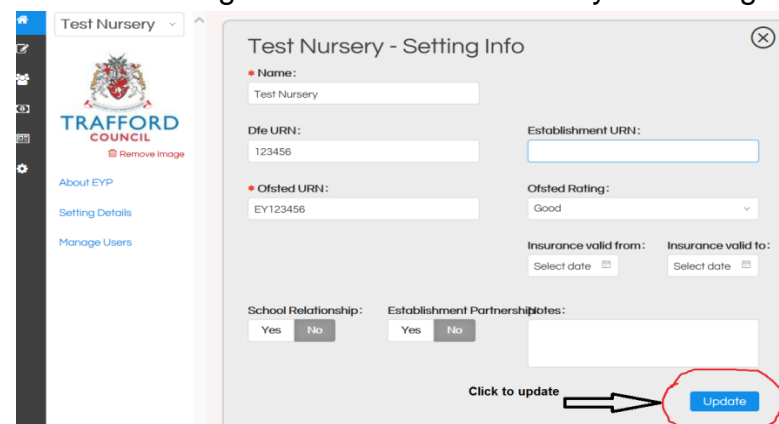


You can now update your details in each section. You will need to click the 'Update Details' button in each section before you can make any changes.



Section: Setting Info

This section is general information about your setting.



- **Name:** Name of your setting, this information is already set up.
- **DfE URN:** You can leave this section blank.
- **Establishment URN:** You can leave this section blank.
- **Ofsted URN:** Provide your Ofsted URN.
- **Ofsted Rating:** Provide your current Ofsted grade.
- **Insurance valid from and to:** You can leave this section blank.
- **School Relationship:** Select 'Yes' if you work with a school through a contract or partnership agreement. This includes local authority maintained, academy or free school.
- **Establishment Partnership:** Select 'Yes' if you work with another PVI provider through a contract or partnership agreement.
- **Notes:** You can include any notes about your setting here.

Click the blue 'Update' button in the bottom right corner of the screen when you have completed this section.

Click the 'X' in the top right to go back to the Edit Setting Details section.

Section: Contact Details

This section confirms the address and contact details for your setting.

The screenshot shows the 'Test Nursery - Contact Details' form. It includes the following fields:

- Address line 1: Early Years Service
- Address line 2: 2nd Floor, Waterside House
- Address line 3: Waterside
- Contact Email: [Empty]
- Town: Sale
- County: [Empty]
- Postcode: M33 7ZF
- Contact number: 0161 912 5808

A blue 'Update' button is circled in red, and an arrow points to it from the text 'Click here to update'.

If you change a contact email address or telephone number please advise the Early Education team by emailing early.education@trafford.gov.uk as we need to keep our records up to date.

Click the blue 'Update' button in the bottom right corner of the screen when you have completed this section.

Click the 'X' in the top right to go back to the Edit Setting Details section.

Section: Categorisation

This section is about the type of provision your setting is categorised as.

The screenshot shows the 'Test Nursery - Categorisation' form. It includes the following dropdown menus:

- Provider Category: Private
- Setting Type: Day nursery
- Early Years Day Care: Full
- Childminder Category: [Empty]

A blue 'Update' button is circled in red, and an arrow points to it from the text 'Click here to update'.

- **Provider Category:** From the drop down list, select the category which is relevant to your setting. If you select 'Other' you will be prompted to provide details.
- **Setting Type:** From the drop down list, select the type of provision which is relevant to your setting. If you select 'Other' you will be prompted to provide details.
- **Early Years Day Care:** From the drop down list, select the type of day care you provide. Full day care is 6 hours per day or more. Sessional is less than 6 hours per day. If you select 'Other' you will be prompted to provide details.
- **Childminder Category:** This is for childminders only. Select the option that applies to you.

Click the blue 'Update' button in the bottom right corner of the screen when you have completed this section.

Click the 'X' in the top right to go back to the Edit Setting Details section.

Section: Opening Times

This section is about the normal opening times of your setting.

- **How many weeks are you open per year?** Record how many weeks you are open in a year.
- **How many funded weeks are you open per year?** Record how many weeks in a year you deliver funded places.
- **Continuously Open:** Select 'Yes' if you are open for 24 hours a day and 7 days a week, where your setting does not close. Otherwise please select 'No'.
- **Opening and Closing times:** If you have selected 'No' to the previous question, you need to provide the general opening and closing times of your setting. Lunch breaks should not be included. For any days you are not open, please leave the times blank.

Click the blue 'Update' button in the bottom right corner of the screen when you have completed this section.

Click the 'X' in the top right to go back to the Edit Setting Details section.

Section: Staff Information

This section is about staff at your setting who work with children under 5 years of age.

Each member of staff must only be recorded once. Only the highest level of qualification is to be recorded. Do not include volunteers.

- **Total staff working with children under 5:** Record the total number of qualified and un-qualified staff at your setting.
- **Staff with Early Years L2 qualification:** Record the number of staff with a full and relevant level 2 qualification.
- **Staff with Early Years L3 qualification (non-manager):** Record the number of staff with a full and relevant level 3 qualification, not including anyone in a managerial role.
- **Staff with Early Years L3 qualification (manager):** Record the number of staff with a full and relevant level 3 qualification who are in a management role. Childminders are considered to have a managerial role. Do not include room leaders or senior members who are not the setting manager.
- **Staff with Qualified Teacher status:** Record the number of staff with qualified teacher status.
- **Staff with Early Years Professional status:** Record the number of staff with early years professional status.
- **Staff with Early Years Teacher status:** Record the number of staff with early years teacher status.

Click the blue 'Update' button in the bottom right corner of the screen when you have completed this section.

Click the X in the top right to go back to the Edit Setting Details section.

Section: Funding - Hourly Rates

No action is required for this section.

Section: Funding - Claim Period

No action is required for this section.

Submitting Your Information

Your information has been submitted when you clicked the 'Update' button at the end of each section. You can now click the 'Home' icon in the top left hand corner of the screen to return to the Home Page.

Tips For Using The Hub

- You can't break the Hub! If you make a mistake you can always cancel and start again.
- You can change any details you have updated by repeating the process.
- Only invite staff members to use the Hub that need access and will be using it.

REMEMBER to keep your username and password details safe and do not share them with anyone.

Contact Details

If you have any queries please contact the Early Education team:



0161 912 5808



Early.Education@trafford.gov.uk