

Checklist – Key Questions for Training Providers



When selecting a qualification training provider or short course training provider please use the following checklist

| Questions | Action/Notes |
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| <p>What is the training provider's track record? How long have they been delivering in the Childcare Sector?</p> <ul style="list-style-type: none"> • Is the training provider a member of EY UPSKILL? • Does the training provider appear on Leicestershire County Council's Preferred Training Provider List? | |
| <p>How is the underpinning knowledge delivered? (If this is required)</p> | |
| <p>How will External Verification be completed and by whom?</p> | |
| <p>Which awarding body(s) is the provider registered with?</p> | |
| <p>How many UCAS points/credits does the qualification enable the learner to achieve?</p> | |
| <p>Does the qualification meet Early Years Educator criteria?</p> | |
| <p>Does the delivery of the qualification include sufficient 'assessed practice'?</p> | |
| <p>How will the qualification or training (programme) meet the needs of the Early Years Provision (Setting)?</p> <ul style="list-style-type: none"> • How will the programme be delivered? i.e. online/e-learning, classroom, assessor to attend early years provision, blended? Is this achievable for all? • What initial assessment will be carried out and how will additional learner support be delivered? • Is the qualification listed on 'The Qualifications List for those delivering the Early Years Foundations Stage' • Is the qualification listed on Ofqual's list of regulated qualifications? | |
| <p>Will the learner need to undertake English, Maths and ICT alongside the qualification and how, where and at what cost will these be delivered?</p> | |

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| <p>How will learner progress be monitored?</p> <ul style="list-style-type: none"> • How will learning and outcomes be monitored? • Will there be a contract/agreement between the training provider and the learner? • How does the provider encourage you as the employer to become involved in the monitoring and assessment of the learners progress? • How will the provider identify and deal with any problems which might arise? Who is responsible for this, and how will they report these back to you? • Do you need to nominate a work based mentor? And how many hours per week will be involved for the WBM? | |
| <p>What timescale will the activity be delivered in?</p> <ul style="list-style-type: none"> • How long will it take to deliver the programme and over what period? Are you happy with this time scale – does it seem reasonable? Whilst having a short completion time may seem attractive, this will result in skills and knowledge gaps for the learner, there are no short cuts to developing excellent practitioners. | |
| <p>What are the support arrangements? For Learner Support, Mentoring, there should be time for reflective practice</p> | |
| <p>What are the costs and who pays the bill?</p> <ul style="list-style-type: none"> • Is the programme to be delivered as an apprenticeship? Therefore the employer contributes 5% of the total cost usually over monthly instalments (unless you are a 'Levy Paying Employer'). • Does the learner need to take out a 24+ Learner Loan or Student Finance to fund the programme? • Are there any additional costs? For resources, assessment, placements, administration or any other 'hidden fees'? • Are there any grants or bursaries available to either the learner or the employer? | |
| <p>What is the training provider's complaints and appeals procedure?</p> | |
| <p>What policies does the provider have in place on Equal Opportunities, Health and Safety etc?</p> | |