



## Guide to Assessment

NCFE CACHE Level 3 Award in Preparing to Work in  
Home Based Childcare  
603/3642/0

**A holistic approach to meet the requirements for unit 1 and unit 2**

This holistic assessment has been designed to meet the assessment requirements for units 1 and 2 through a portfolio of evidence. Upon completion, this portfolio of evidence will provide a strong source of support for childminders to refer to as part of their professional practice.

The following areas must be included to meet the assessment criteria for units 1 and 2 and have been divided into sections to support portfolio development. Please refer to the sections below for guidance on how these can be approached.

- Risk assessment of a room in the home or a risk assessment policy
- Administering medicines policy
- Safeguarding, Health and Safety Policy
- Accident/emergency policy
- Child protection: types of abuse/signs/indicators/behaviours
- Inclusion policy
- Information sheet for parent pack on healthy eating/dietary reqs/allergies or food and drink policy
- Confidentiality policy or Data Protection Policy (GDPR)
- Key developmental milestone template
- Behaviour management policy
- Business plan

**Produce a Portfolio with the following sections:**

**Section 1: Health and Safety**

In this section include any information that you have involving safeguarding and health and safety. This section must include information to show an understanding of your approach to safeguarding and health and safety. Begin the section with a paragraph that outlines how you will keep children safe whilst in your care.

This section must include the following:

- risk assessment: include a risk assessment for one of the main rooms that you will use for caring for children
- administering medicines policy: include a list of the procedures/steps that are involved when administering medicines, from dosage to recording
- accident/emergency policy: include sample accident and incident forms with a statement explaining how and when the forms may be used.

## Section 2: Child Protection

In this section include any information that you have involving child protection. Include information around Local Safeguarding Children's Boards and a flow chart identifying the action that you would take if a child discloses abuse to you or if abuse/harm is suspected. Include a safeguarding policy in this section.

This section must include descriptions (signs, symptoms, indicators and behaviours that may cause concern) of the following types of abuse:

- domestic abuse
- neglect
- physical abuse
- emotional abuse
- sexual abuse.

## Section 3: Child Development

In this section include any information that you have involving child development, factors effecting holistic development and the role of play for learning. This section must include information to show your understanding and appreciation of how individual children develop and make reference to the usefulness of observation for activity planning.

This section must include:

- key developmental milestone template
- behaviour management: strategies and techniques for positive reinforcement that reflect a child's stage and needs/circumstances
- behaviour policy.

## Section 4: Inclusion

In this section include any information that you have around inclusion and diversity.

Include a policy that explains:

- how you will promote inclusion in your practice
- benefits of inclusive practice.

## Section 5: Working with parents

In this section include any information that you have around working with parents and how you will build and maintain relationships with parents and carers in your practice. For example, an introductory section of a parent welcome pack, information on the importance of effective communication and the value of routines.

This section must include:

- an information sheet for parents to describe your approach to healthy eating/dietary regulations/allergies including hydration
- an understanding of how confidentiality is maintained, including examples of when confidentiality may be breached (GDPR).

## **Section 6: Business Plan**

Use this final section in your portfolio to list the steps/actions that you need to take to become a registered childminder.

- Include any questions that you have and details of who can support you. Include any appointments that you have concerning registration and any tasks that you have been set.
- Include details of regulation including how to work with Ofsted.
- Include a summary of own role in line with the statutory guidance of the Early Years Foundation Stage.
- Include information around becoming self-employed and details of any insurance that you must consider including financial planning.
- Include information around how marketing can support your childminding business.