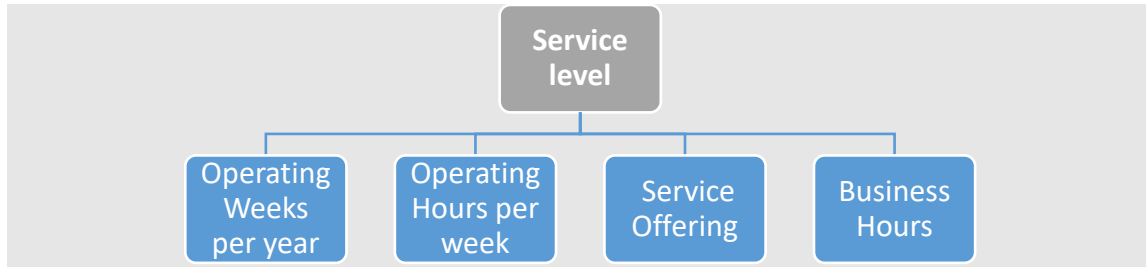


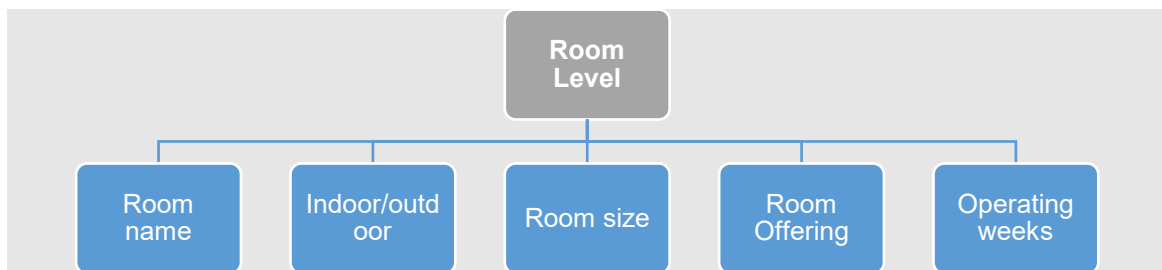
Core Funding Service Profile Glossary

Service level information



- **Operating Weeks Per Year** – This is the number of weeks the service is open and available to children.
- **Operating Hours Per Week** – This is the time the service is open and available to children; it does not include hours where the service is open but not available to children.
- **Service Offering** – Select if Term Time Only, Out of Term Only or Both Term/Out of Term is offered.

Room Level

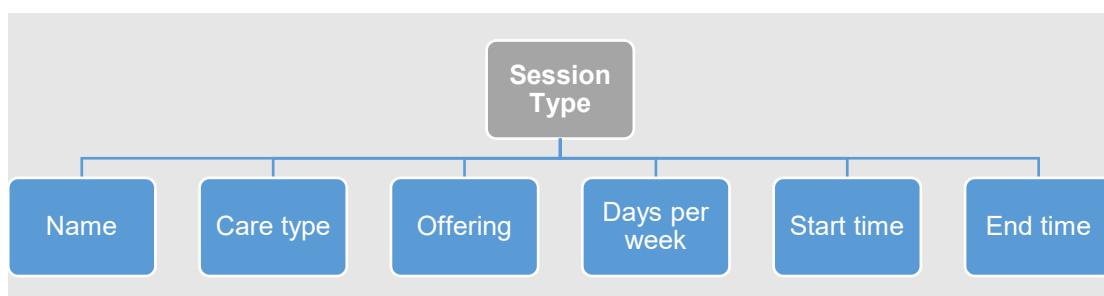


- **Room name** – Enter the name of the room.
- **Indoor or Outdoor** – Is the room located indoors or outdoors?
- **Room Size** – To be measured and input in square metres.
To calculate the size of a room in square metres, measure its length and its breadth and multiply them.
- **Room offering** – Select if **Term Time Only**, **Out of Term Only**, or **Both Term/Out of Term**.

If a room offers Both Term/Out of Term care, there will be an option to input the number of weeks the room is open during Term Time and the number of weeks it is open Out of Term. **If a room offers the same care all year round with no distinction between Term and Out of Term, select the Both Term/Out of Term option. Insert the total number of weeks the room is open for Term Time and input “0” for Out of Term.**

- **Operating weeks** – Number of weeks in the programme year the room operates.

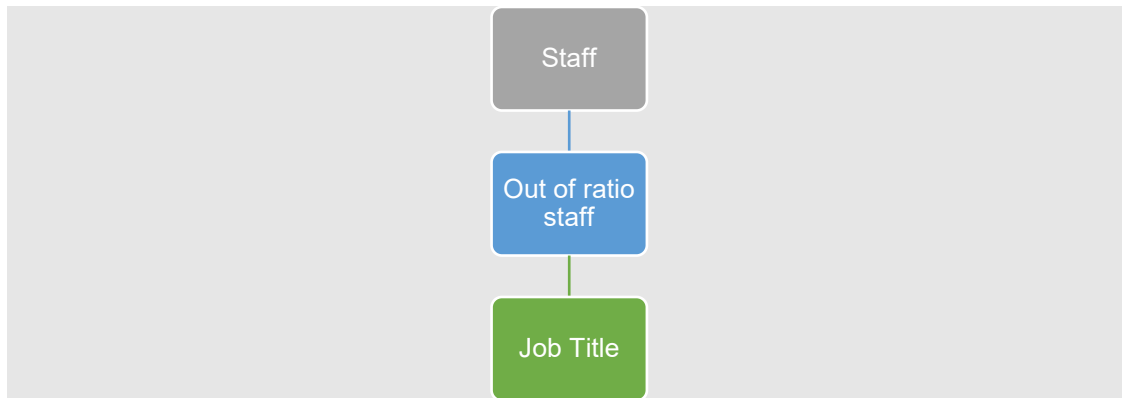
Session Type



- **Name** – Name the session type as something identifiable for ease of reference when inputting into the Application stage.
- **Care type** – Select from Full Time, Part Time AM, Part time PM, ELC Sessional AM, ELC Sessional PM.
SAC only services will only have Part Time and Full Time options to choose from.
ELC Care Types for 3 hours or less (outside of the ECCE session), which are operating for three hours or less or which are required to be split due to Staffed Capacity, should label the Care Type as either Part Time or Full Time.
- **Service Offering** – Select if **Term Time Only**, **Out of Term Only**, or **Both Term/ Out of Term**.
- **Days per week** – Select the days the care type runs on.
Monday to Sunday are available as options. Please ensure that the correct days and number of days have been selected. Selecting additional days, that are not applicable, could lead to an overpayment of Core Funding.
- **Start time** – Time the care type starts.
Times are displayed in a 24-hour clock format. Please ensure the correct times are listed as selecting incorrect times could lead to an over/under payment.
- **End time** – Time the care type ends.
Times are displayed in a 24-hour clock format. Please ensure the correct times are listed as selecting incorrect times could lead to an over/under payment.

Staff

Out of ratio staff:

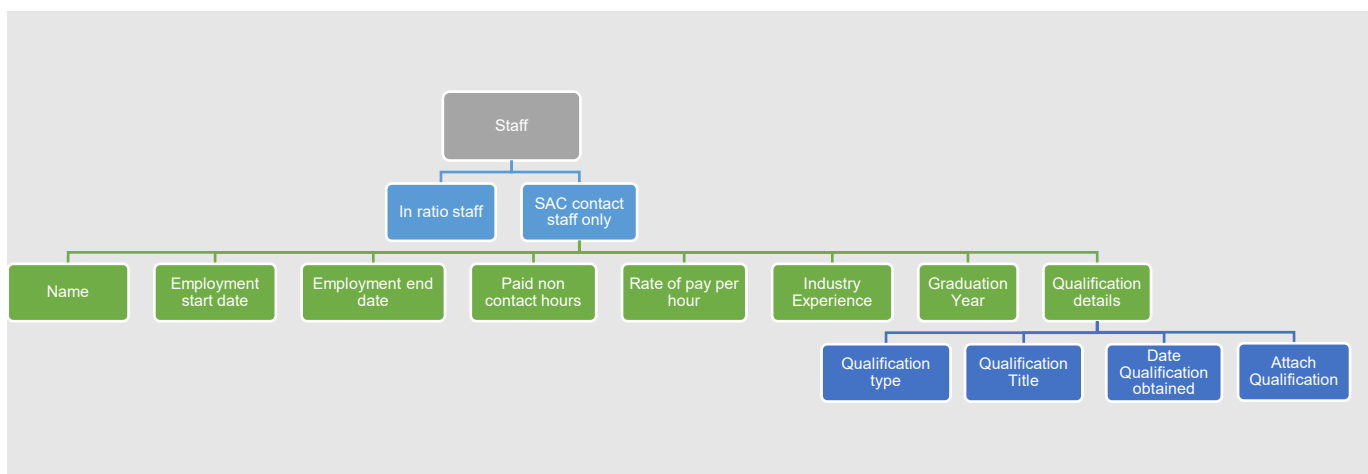


Job Title: Select a role from the dropdown menu-

Deputy manager, cleaner, driver, kitchen staff, caretaker/gardener/maintenance, security, administrator, salaried director, non-salaried director, owner-operator/sole-trader, AIM Level 7 (assigned to specific children), other (when other is selected a free text description box will be provided).

In ratio staff:

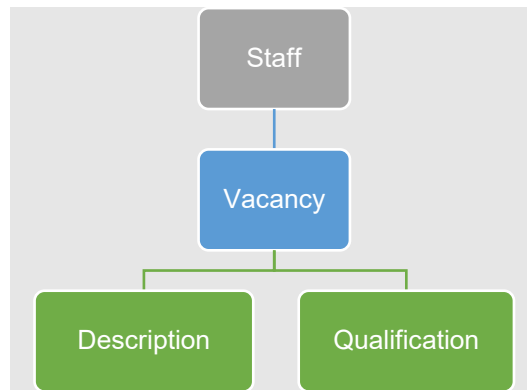
Employed:



- **SAC contact staff only** – Select yes if staff member works in contact with School Age Children only.
- **Name** – Input Staff member's name.

- **Previous name** – Include previous surnames, etc, in this field if the name on the staff member’s proof of qualification is different to their current name (it is not necessary to enter anything in this field if the staff member’s current name matches the name on their proof of qualification).
- **Employment start date** – Date the staff member commenced employment.
- **Employment end date** – This field is only required to be completed when updating the Service Profile because a staff member has left.
- **Paid non-contact hours** – Applicant must enter number of hours per week for paid non-contact time.
- **Rate of pay per hour** – Input value with decimal places.
If this value changes throughout the programme year, insert the average rate of pay.
- **Graduation Year** – Insert year of graduation. E.g., 1999, 2010.
- **Industry Experience** – Number of years and months industry experience.
Please note this field does not auto-update. Partner Service are required to update this field to ensure it is an up-to-date reflection of Industry Experience.
- **Qualification** – In-ratio staff have the option to complete information regarding their qualification & experience. N.B - If ‘yes’ is selected for the ‘SAC contact staff only’ question, the qualification section will be optional.
 - Qualification Type – Select qualification from the options list.
For LOE (Letter of Eligibility) select the ‘Other’ option.
 - Qualification Title – This will pre-populate dependant on the qualification type selected from the options list.
 - Date Qualification obtained – Select from the calendar option.
 - Attach proof of qualifications – **proof of qualification is only mandatory for staff with level 7 or above qualifications.**
Acceptable proof of qualification is a copy of the relevant qualification. The copy must clearly outline the Award Title, Awarding Body, Name of Staff Member, and Date Award is Conferred. In the absence of the above, an exam transcript will be accepted, providing it is for the current Academic year. Additionally, a valid Letter of Eligibility to Practice (LOE) will be accepted.

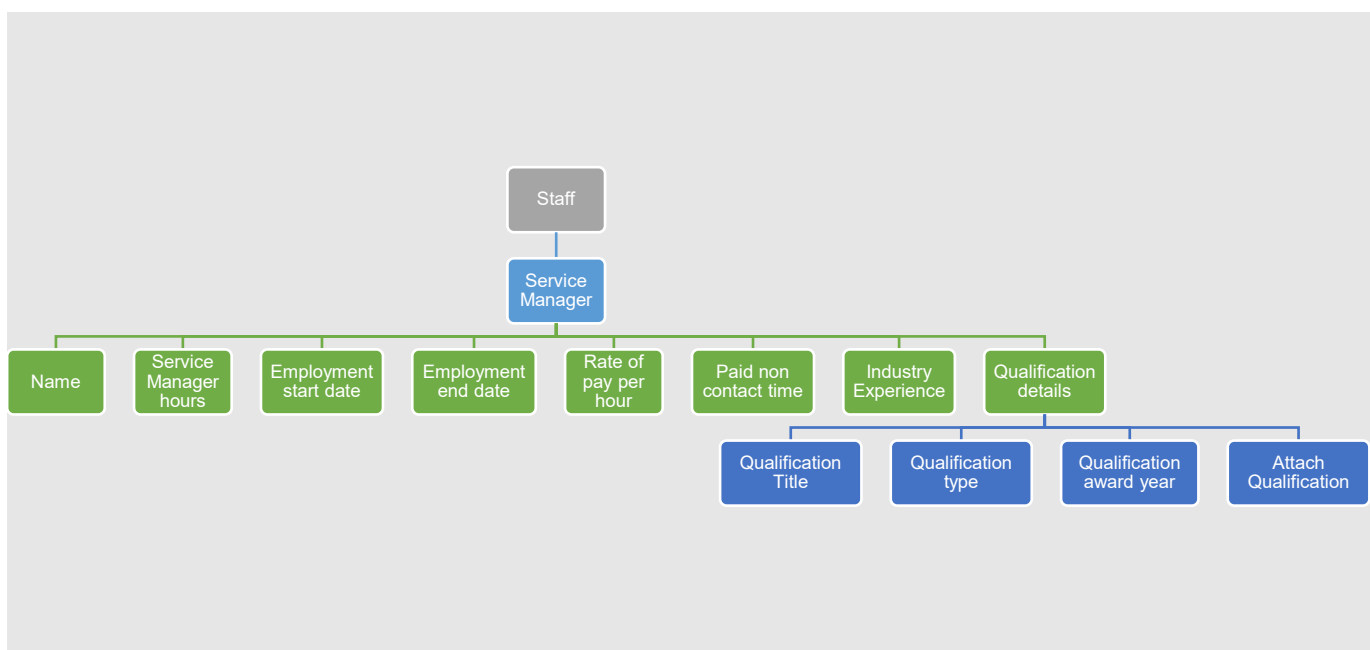
Vacancy:



- **Description** – This is a free text box.
- **Qualification** – Applicant selects “Other” under staff qualification. The applicant must then select the Qualification box relevant to the vacancy – QQI Level 5, 6, or 7.

QQI Level 5 QQI Level 6 QQI Level 7 Or Above

Manager:



- **Name** – Input Staff member's name.
- **Previous name** – Include previous surnames, etc, in this field if the name on the staff member's proof of qualification is different to their current name (it is not necessary to enter anything in this field if the staff member's current name matches the name on their proof of qualification).
- **Manager hours** – Manager will be required to input hours worked per week.
- **Employment start date** – Date the staff member commenced in the role.
- **Employment end date** – This field is only required to be completed when updating the Service Profile because a staff member has left.
- **Paid non-contact hours** – Applicant must enter number of hours per week for paid non-contact time.
- **Rate of pay per hour** – Input value with decimal places.
If this value changes throughout the programme year, insert the average rate of pay.
- **Graduation Year** – Insert year of graduation. E.g., 1999, 2010 (if applicable).
- **Industry Experience** – Number of years and months industry experience.
Please note this field does not auto-update. Partner Service are required to update this field to ensure it is an up-to-date reflection of Industry Experience.
- **Qualification** – Managers have the option to complete information regarding their qualification & experience. Information regarding qualifications is necessary if the Manager wishes to work in ratio in an ELC setting and/or wishes to apply for the Graduate Manager premium.
 - Qualification Type – Select qualification from the options list.
For LOE (Letter of Eligibility) select the 'Other' option.
 - Qualification Title – This will pre-populate dependant on the qualification type selected from the options list.
 - Date Qualification obtained – Select from calendar option.
 - Attach proof of qualifications – **Proof of qualification is only required for a manager with a level 7 or above qualification.**

Please note: Only **one** staff record should be created for each member of staff. If a staff member is both the Service Manager and an In Ratio staff member, they should be input as the **Service Manager only** in the Service Profile. The Service Manager can be assigned to a session within the Core Funding Application.