

Introduction**What is this unit about?**

This unit is about the business side of childminding.

Who is this unit for?

This unit is for childminders who may be new or more experienced.

Principles and values

You must work within the principles and values of the sector in order to achieve this unit.

Content of unit

The elements are:

1. Provide information about your childminding business
2. Administer your childminding business

Place in the NVQ/SVQ framework

This unit is a group 2 option unit in the Level 3 NVQ/SVQ in Children's Care, Learning and Development.

Links to Key and Core Skills

This unit may provide evidence for the following:

Key Skills	Core Skills
Communication: 1.1, 3.2, 3.3	Communication: Intermediate 2
Application of Number: 1.1, 1.2, 1.3	Application of Number: Access 3

What we mean by some of the words used in this unit

Develop	Could be new childminding business or developing existing business
Regulators	Regulatory authorities within your home country

CCLD 316**Maintain and develop a childminding business****The National Standard****Element CCLD 316.1 Provide information about your childminding business****Performance criteria**

This is the national standard which you must meet:

1. Investigate the demand for childminders within your local area
2. Identify the types of childminding services that parents require and how you will be able meet these needs
3. Work with information services to market your childminding business
4. Investigate advertising, such as local newspapers or health clinics
5. Review your fees regularly to make sure they are realistic in relation to your costs and fees charged by other childminders in your area
6. Provide references from parents or other appropriate sources, where available, to support your marketing materials
7. Ensure your home is welcoming and you are supportive when parents make an initial visit
8. Provide examples of work you have done with children and information about how you have helped children to learn and develop

The National Standard**Element CCLD 316.2 Administer your childminding business****Performance criteria**

This is the national standard which you must meet:

1. Establish a professional relationship with families
2. Work with families to assess their requirements
3. Set up formal contracts with families that clearly state the range and boundaries of your responsibility
4. Set up financial systems, records and paperwork for your childminding business, including tax, benefits, public liability insurance, home insurance and national insurance
5. Negotiate payment arrangements with parents
6. Ensure you have all the necessary information from parents
7. Provide systems for record keeping, appropriate information storage, exchange and updating, in line with the requirements of the regulatory authority of your home country

What you must know and understand

To be competent in this unit, you must know and understand the following:

K3P463	The requirements of registration/approval and inspection of your childminding setting and activity according to the requirements of the regulatory authority within your Home Country.
K3P464	Necessary training you must undertake for registration/approval and for continuing your registration/approval
K3P465	Local information sources about demand for childminders and how you can market your services
K3P466	The legal and financial requirements of running a childminding business
K3P467	The advantages and opportunities that exist for childminders who work collaboratively or in formal or informal networks with other childminders
K3P468	Further training and qualification opportunities that exist for childminders, how these can be accessed and funded
K3P469	How to develop attractive and interesting marketing information that states clearly the advantages of your childminding business
K3P470	How to use your strengths and previous experiences to support and innovate within your childminding business
K3P471	The advantages of different forms of record-keeping and financial management of your childminding business
K3P472	How to run a cost-effective childminding business, including tax and insurance requirements and liabilities
K3P473	The importance and benefit of using a contract for your childminding service; how to use the contract as a basis for a professional relationship with parents and to protect yourself