

Introduction**What is this unit about?**

This unit is about meeting regulatory requirements within the setting, according to the requirements of your home country. It covers evidence gathering, identification of gaps and taking appropriate actions to meet requirements.

Who is this unit for?

This unit is for you if you work in a regulated setting whose main purpose is to support the care, learning and development of children in partnership with their families.

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. Identify regulatory requirements
2. Plan for inspection, in consultation with colleagues
3. Collect required evidence
4. Take appropriate action to meet requirements

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: 3.1a, 3.2, 3.3	Communication: Intermediate 2
Working with Others: 3.1, 3.2, 3.3	Working with Others: Intermediate 2
Problem Solving: 4.1, 4.2, 4.3	Problem Solving: Higher
Application of Number: 1.1, 1.2, 1.3	Numeracy: Access 3

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

Requirements of statutory registration and inspection, according to your home country

CCLD 342**Meet regulatory requirements in the childcare setting****The National Standard****Element CCLD 342.1****Identify regulatory requirements****Performance criteria**

This is the national standard which you must meet:

1. Identify and interpret for your setting, the regulatory requirements relating to
 - Premises and equipment
 - The provision of food and drink, including the guidelines for healthy eating
 - Health and safety, including those for first aid and fire safety
 - Colleagues' numbers/ratios, suitability and qualifications
 - Management of information systems and records, including those of confidentiality
 - Curriculum requirements for babies and pre-school children

The National Standard**Element CCLD 342.2****Plan for inspection in consultation with colleagues****Performance criteria**

This is the national standard which you must meet:

1. Clearly explain to colleagues the purpose and process of inspection and its benefits for the setting
2. Ensure that colleagues are aware of the policies and procedures employed in the setting that are in line with regulatory requirements and current best practice
3. Make information and guidance on inspections available to colleagues
4. Work with colleagues to ensure they are confident and well prepared for inspection
5. Ensure that colleagues understand their individual responsibilities in relation to inspection and the language used to describe roles and responsibilities of those caring for the children
6. Identify with colleagues where you comply with the conditions of registration and where there are potential weaknesses
7. Consult previous inspection report where appropriate and use to prepare an inspection plan with colleagues
8. Ensure that curriculum plans will meet regulatory requirements and children's needs
9. Prepare and complete any forms associated with the inspection
10. Inform families that an inspection is due and that they will be consulted and their views sought by inspectors

CCLD 342**Meet regulatory requirements in the childcare setting**

<u>The National Standard</u>	
Element CCLD 342.3	Collect required evidence
Performance criteria	
This is the national standard which you must meet:	
<ol style="list-style-type: none"> 1. Consider the different sources of evidence that could be put forward to demonstrate compliance with regulatory requirements 2. Refer to any guidance to assist in identifying sources of evidence 3. Ensure the written plans to support curriculum development and delivery are available for inspection 4. Ensure that policies in relation to the care and protection of children are available for inspection 5. Provide documentary evidence of compliance with health and safety, environmental health and fire regulations 6. Ensure that information relating to colleagues, their qualifications, health status and levels of responsibility is made available for inspection 7. Ensure that records of children's care and developmental progress are available for inspection 8. Ensure that management systems reflect best practice and are clearly documented 	
<u>The National Standard</u>	
Element CCLD 342.4	Take appropriate action to meet requirements
Performance criteria	
This is the national standard which you must meet:	
<ol style="list-style-type: none"> 1. Review and update policies and procedures to ensure they meet regulatory requirements 2. Examine premises and make arrangements for any necessary changes to be completed prior to the inspection 3. Liaise with colleagues to ensure that personal details are correct and up-to-date 4. Ensure that records of children's development are up-to-date and based on observations 5. Undertake a review of equipment and resources provided for children to ensure they meet health and safety requirements and are fit for purpose 6. Review curriculum plans and amend where necessary to ensure they meet objectives 7. Ensure records of children's attendance, sickness and absence, contact details and significant information are up-to-date, checking with parents and families where necessary 8. Keep accurate records of meetings and discussions 9. Work with colleagues to develop confidence in the inspection process in order to use it positively for children and families 	

What you must know and understand

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

K3P735	Details of the standards and criteria for the provision of childcare in your setting
K3M736	The different regulatory bodies for each aspect of your provision
K3P737	Appropriate language to describe the setting and the roles and responsibilities of those caring for children
K3D738	Details of the required curricula for the age range of children in your care
K3P739	What is considered to be good practice in your setting and how this relates to minimum regulatory standards
K3P740	Why it is important to plan in advance for inspections, and how to involve colleagues in the planning process
K3P741	Regulatory and employment requirements for regulation
K3P742	The different policies, procedures, records and documents that will provide evidence against regulatory requirements
K3M743	Why it is important to inform parents of an impending inspection
K3P744	Where to obtain information about the requirements for inspections