



STEPS TO BECOMING A REGISTERED CHILDMINDER

1. Contact the Torfaen Childcare Business Support Team to book onto a 'Becoming a Childminder' briefing session – telephone: 01633 648114/01633 648115
Dates of the sessions are included in this pack.
2. Complete the enclosed questionnaire **which you must bring with you to the briefing session.**
3. Attend the briefing session where you will receive information and guidance about becoming a registered childminder, and have the opportunity to ask questions. After the meeting, all candidates will be advised about funding for the CYPOP5 Introduction to Childcare Practice (home-based) course.
4. Contact the Professional Association for Childcare and Early Years (PACEY) on 0845 880 1299 to register your interest for a place on the CYPOP5 course.
5. Return booking forms to PACEY.
6. Visit the CIW website: www.careinspectorate.wales/ to download the childminder application forms with relevant guidance notes.
7. Complete the CYPOP5 course.
8. Contact your Childcare Business Support Officer on 01633 648114/01633 648115 to arrange a support visit.
9. Complete a Paediatric First Aid course
10. Complete and return all parts of the application to CIW.
11. CIW will contact you to arrange for an inspector to visit your home. They will need to make sure that you are suitable to care for children and that your home is safe and child-friendly.
12. Contact the Childcare Business Support Officer to complete the PACEY Quality Start form for your membership and insurance.
13. When the inspector is happy that everything is complete you will be notified of your registration and receive your registration certificate from CIW.

Congratulations you can now start Childminding!

The Torfaen Childcare Business Support Team is here to help you throughout the registration process.



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Welsh Government



Gwasanaeth Gwybodaeth I Deuluoedd
Family Information Service