



Step to Registration	Date Completed
Initial enquiry to Early Years Social Work Team (EY Team)	
Enquiry form returned to EY Team	
Pre-Registration Briefing Session attended	
Application pack from EY Team received	
Application pack completed and returned to EY Team	
ID checks verified	
Core Training attended: <ul style="list-style-type: none"><li>• Health &amp; Safety</li><li>• Safeguarding Children</li><li>• First Aid - initial 3 hour session</li></ul>	

Step to Registration	Date Completed
Social Worker allocated	
1st Assessment visit	
2nd Assessment visit	
Registration process completed	
NICMA Membership package (to include insurance) purchased	
Registered with Environmental Health	
Registered with HMRC	
Paediatric First Aid – full 12 hours to be completed within first year of registration	