How to Guide – Sufficiency Data Collection - Childminders

To support the Local Authority in its duty to ensure there are sufficient early years and childcare places, the Childcare Sufficiency Team will collect childcare places and vacancy information on a termly basis. The data you provide will not be made directly available to families but will be used to give an indication of the level of availability in the local area - this will help to assess and monitor the supply and demand for childcare places and also contribute towards the council's Annual Childcare Sufficiency Assessment.

This guide will provide you with the information you need to complete the **Sufficiency Data** using the Provider Portal.

Before starting the process of inputting your vacancies you must identify the places you offer and the ages you offer these places in as well as if you open all year round or just term time.

Places Offered

These are the maximum number of places you would offer to parents, per age range.

You will be asked about the places you offer across each day of the week, mornings and afternoons. If you are closed or do not offer places on a particular day you need to insert a zero in the box, for example if you do not open at the weekend put a zero in each of these days.

Vacancies

You need to complete the number of vacancies you have across each age range, morning and afternoon and day of the week. If you have this information to hand prior to completing the form it will be quicker.
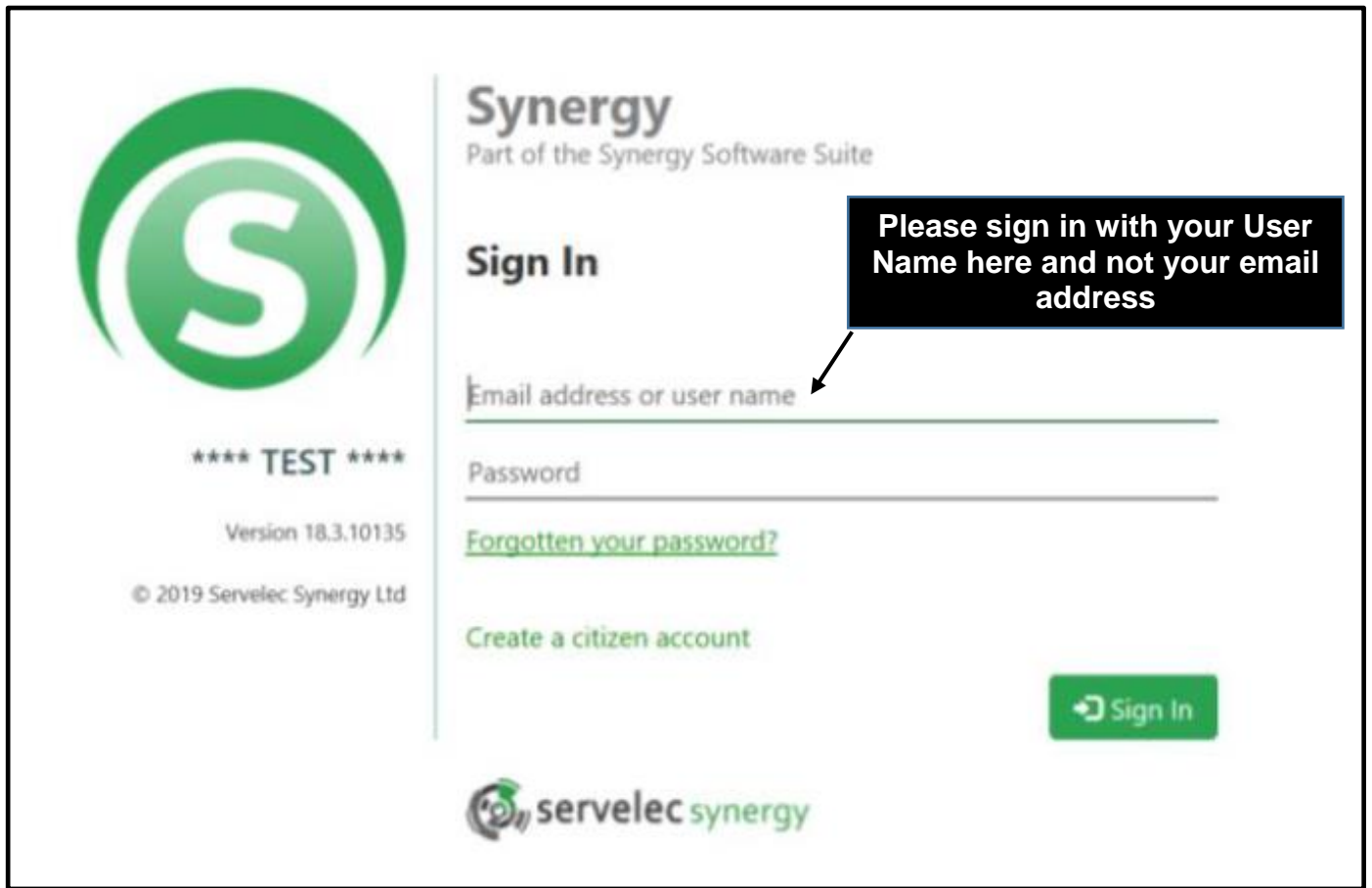
Inputting Data – Term Time

Log into the Provider Portal

The following page will display to enter your user name and password

Once logged in you will see the screen below; to access the Provider Portal click on '**Childcare/Service Provider'** in the top left hand corner.

The **Home** page will then be displayed

Select Sufficiency

**Select relevant
Year and Term**

Select EDIT

Term Time Sufficiency for 2019/20 - Summer

		Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait	Cost	
Age Group	Places	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value
0-5's (under 5's)	Offered															0	⌄	
	Vacancies																	
5-8's	Offered															0	⌄	
	Vacancies																	
Over 8's	Offered															0	⌄	
	Vacancies																	

Enter the places you offer in the **Offered** box across each day am and pm.
Enter the **Vacancies** you have across each day am and pm.
Enter a zero where you do not offer the places or have no vacancies.
The Wait list box allows you to enter the number of children on your waiting list – please enter a zero (0) where you do not have a waiting list.

Cost – click the down arrow for a list and select a cost type then enter the charge relating to the cost type you have chosen.

See example below.

Term Time Sufficiency for 2019/20 - Summer																	

		Mon		Tue		Wed		Thu		Fri		Sat		Sun		Wait	Cost	
Age Group	Places	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	List	Type	Value
0-5's (under 5's)	Offered	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0	Full day	30.00
	Vacancies	1	1	1	1	0	0	0	0	1	1	0	0	0	0			
5-8's	Offered	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0	Hourly cost	3.90
	Vacancies	1	1	1	1	1	1	2	2	2	2	0	0	0	0			
Over 8's	Offered	1	1	1	1	1	1	1	1	1	1	0	0	0	0	1	Hourly cost	3.90
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

Save   Cancel

Once all the data has been entered please click SAVE

- You **MUST** enter a value against each item even if it is a zero
- If you enter more vacancies than places offered you will not be able to submit the information and the following error message will be shown.

Vacancies cannot exceed the number of offered places.

Once saved the information input will automatically be uploaded to our database.

Copying Information from Term to Term

You can copy the information from one term to the next term. Therefore if your place numbers remain the same you just need to amend the vacancies when an update is requested.

You can also amend places numbers if these have changed.

Click – Copy this opens a window which allows you to select which term you want to copy to.

Term Time Sufficiency for 2019/20 - Summer

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Age Group	Places	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Sun AM	Sun PM	Wait List	Cost Type	Cost Value
0-5's (under 5's)	Offered	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0	Full day ⌄	£30.00
	Vacancies	1	1	1	1	0	0	0	0	1	1	0	0	0	0			
5-8's	Offered	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0	Hourly cost ⌄	£3.90
	Vacancies	1	1	1	1	1	1	2	2	2	2	0	0	0	0			
Over 8's	Offered	1	1	1	1	1	1	1	1	1	1	0	0	0	0	1	Hourly cost ⌄	£3.90
	Vacancies	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

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