



Appendix A

ESSENTIAL COMPETENCIES OF EARLY YEARS CARE AND EDUCATION STAFF

A crucial element in providing quality early years care and education services is the knowledge, skills and competencies of the staff team members.

The quality of the early years care and education service and the programme is directly linked to the skills and competencies of the staff members.

[Here provide a list of the essential professional competencies for early years care and education staff. The following are useful sources of information for this:

- [*Skills & Competencies Framework for Early Years' Professionals*](#) (Crann & NCN, 2016)
- [*CORE. Competence Requirements in Early Childhood Education and Care*](#) (European Commission, 2011)]



1

Appendix B

SAMPLE RECRUITMENT SCHEDULE

Task	Approximate Duration of Task	Example of Schedule with dates: Start Date 1 September 2018
Draft Job Descriptions and Person Specification	One week	8 September 2018
Draft Advertisement		10 September 2018



Decide on which publication and/or website to advertise in and confirm price		14 September 2018
Advert placed in paper and/or website		17 September 2018
Include deadline for receipt of applications in advert	Three weeks from publication of advert	7 October 2018
Photocopy applications and send to shortlisting panel	One week	14 October 2018
Shortlisting	One week	21 October 2018
Interview invitation letters sent out	Two weeks notice required to candidates	5 November 2018

2

Interviews	One day	8 November 2018
Informing all candidates of interview Outcome	Half a day	10th November 2018





[Include here occupational profiles for the various roles in your service.] 5



Appendix E

SAMPLE EARLY YEARS CARE AND EDUCATION ASSISTANT INTERVIEW PROCESS

Appendix F

EARLY YEARS CARE AND EDUCATION ASSISTANT – INTERVIEW SCORE SHEET

[Include here information on the method of scoring you will use when interviewing job candidates.]



6

Appendix G

GARDA/POLICE VETTING REQUIREMENTS

[You will need to create this appendix giving details of Garda/Police Vetting Requirements for Employees, Boards of Management and Directors and Students (including Transition Year students. This information is available in the [Tusla: Quality and Regulatory Framework](#)]

