

What's new for the November Review and Confirm?

The November Review and Confirm window will open from 1 November to 14 November 2025.

In this cycle of the November Review and Confirm, all Services are being asked to review and update the "Rate of Pay Per Hour" value for active In Ratio and Managerial Staff Members entered into the Service Profile.

What impact will this change have for all services?

It is important for both the Department and for the sector itself that this information is as accurate as possible to allow the Department to better understand hourly pay rate profiles for roles within the sector. Additionally, accurate hourly pay rate data is crucial for the Joint Labour Committee, as it enables them, through data supplied to the Committee from the Department, to accurately assess and address sector wide appropriate minimum hourly pay rates for the sector. To ensure this data is kept up to date, the Rate of Pay per Hour" field will be cleared to allow all services to input updated information for certain staff roles. Your support in improving this data will help shape future policies that support the Joint Labour Committee in their negotiations.

What will this mean for Partner Services?

Prior to completing the Review and Confirm, Partner Services are required to update the Service Profile to:

- Update the "Rate of Pay Per Hour" value for active Staff Members who are in-ratio or managerial staff, in the Service Profile. You will not be able to submit your November Review and Confirm until this is completed.
- Ensure all data captured in the Service Profile is accurate and up to date for the 2025/2026 programme year.
- Ensure your Core Funding Application is at status 'Approved'.

If a Partner Service does not complete the Review and Confirm process within the required timeframe, Core Funding payments will be placed on hold until such a time as the process is completed. Failure to complete the Review and Confirm may result in a Core Funding Application being declined and allocations being lost.

Additionally, Partner Services are reminded of the introduction of the **Staff Funding Additional Contribution**. New Employment Regulation Orders (EROs) applicable to the Early Years Services Sector, came into effect on **13 October 2025**.

Partner Services will now see the Staff Funding Additional Contribution on Step 4 of the summary page from 13 October 2025. If you have not already submitted an Application Change as outlined in earlier communications regarding the ERO please complete a Review and Confirm with Changes.

What will this mean for Approved Providers?

The “Rate of Pay Per Hour” values for approved providers will also be cleared in the Service Profile. Although there is no requirement for Approved Providers to complete, update or submit their Service Profile, unless they wish to complete the AEYSP, the Department recommends that Approved Providers update this information as this allows the Department to better understand hourly pay rate profiles for roles within the sector. Approved Providers will be able to make other updates to the Service Profile without reviewing the Rate of Pay Per Hour value but will not be able to submit the Service Profile.