AIM Level 7 Review –

Change of Circumstances

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Please note:

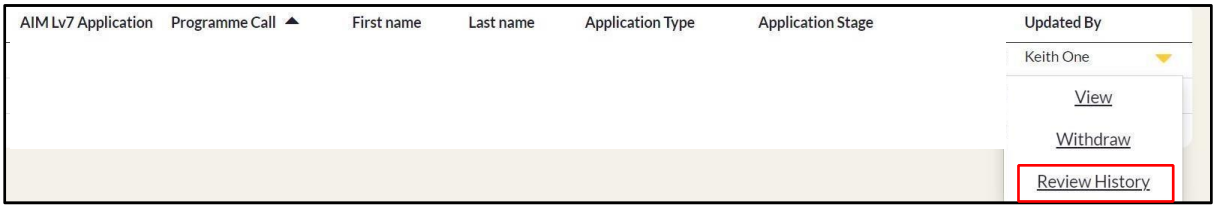
If you wish to update the 'Maximum number of children in a session as per your service's Tusla registration' field under the AIM Sessions, please contact the Early Years Provider Centre by raising a request on the Hive as follows:

- **Programme**: AIM Level 7
- **Request Type**: Application
- **Request Type Detail**: AIM Standard

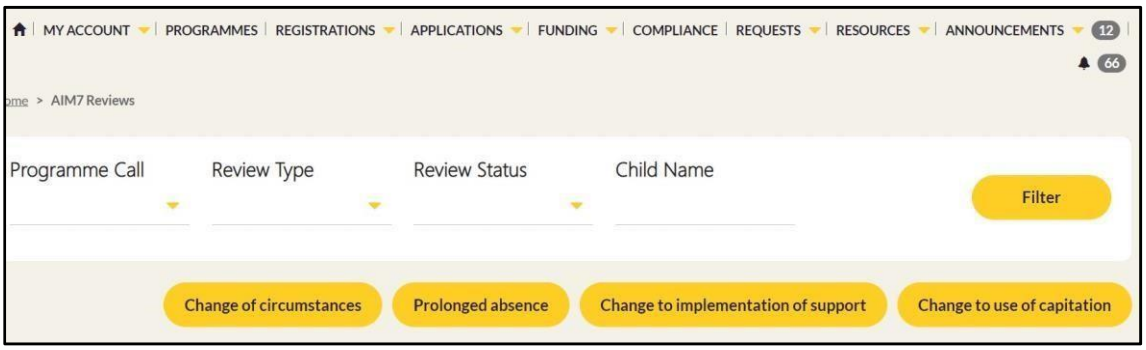
Please Note: All data used throughout training documentation is selected for training and demonstration purposes only – actual data may vary.

Step 1: Select “AIM Level 7 Reviews” from the drop-down menu under “Programmes”.

Step 2: Select the yellow beside the application you wish to submit the review for and select “Review History”.



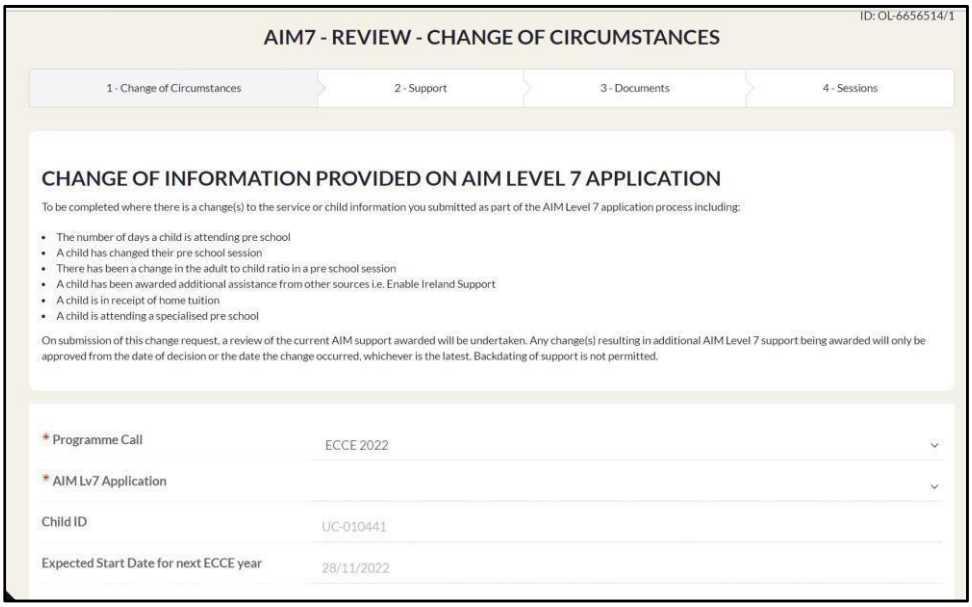
Step 3: Select “Change of Circumstances” from the 4 options available:



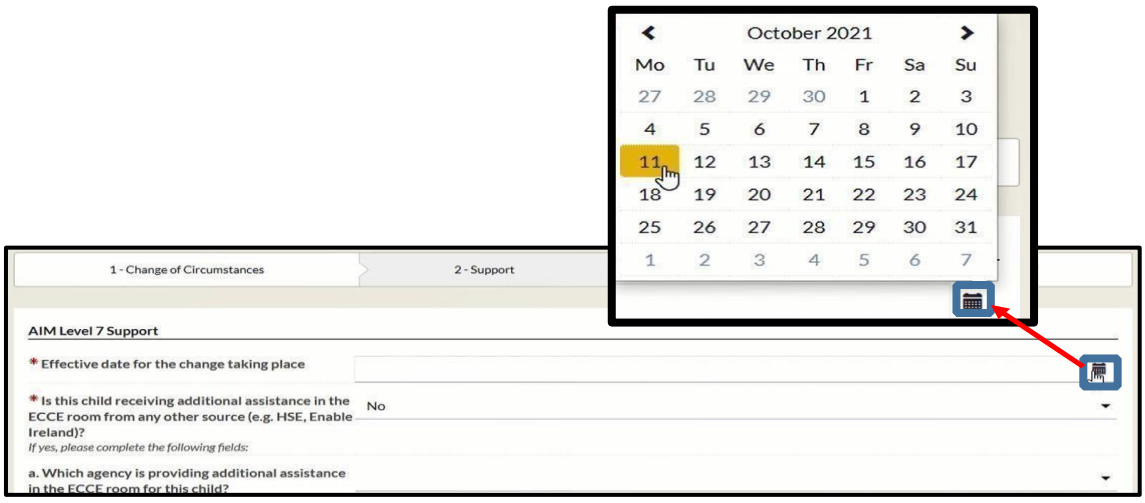
Step 4: Select the Programme Call.

In the "AIM Lv7 Application" field, choose the relevant application within your service from the dropdown menu.

The Child ID and Expected ECCE Start Date will auto-populate based on the application chosen. Click "Next" to continue.

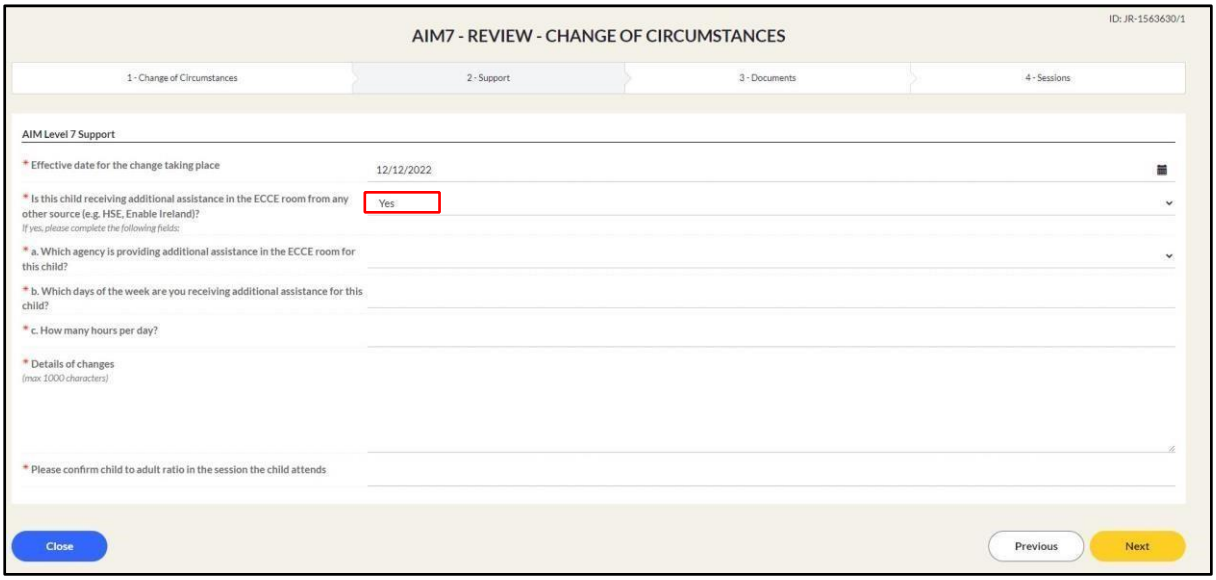


Step 5: Select the effective date that the changes are taking place using the calendar icon.

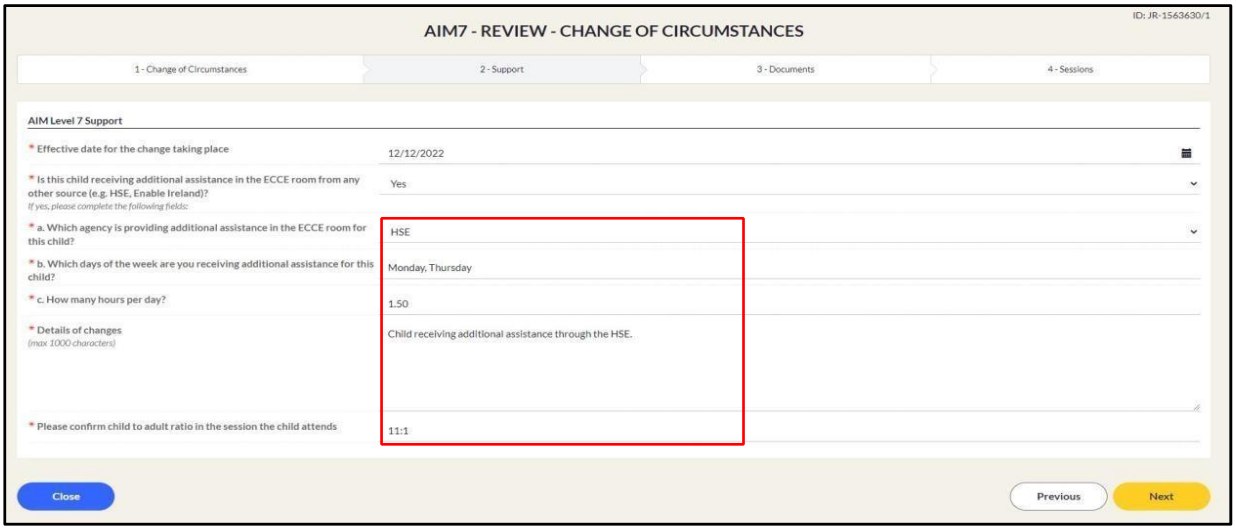


Change in Additional Assistance

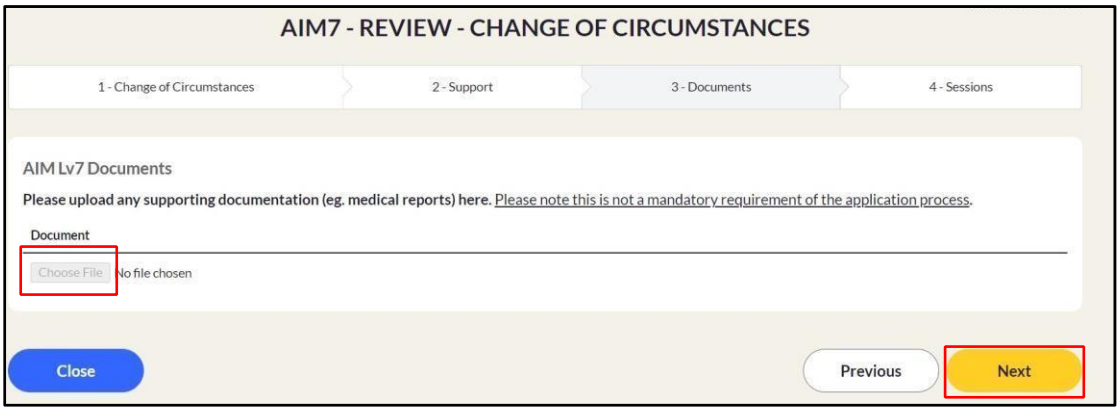
Step 5: Certain details from the original AIM level 7 application will auto-populate on this page. Select the dropdown box beside question 2 and select “Yes”. The following three questions, “a, b & c” will then become mandatory.



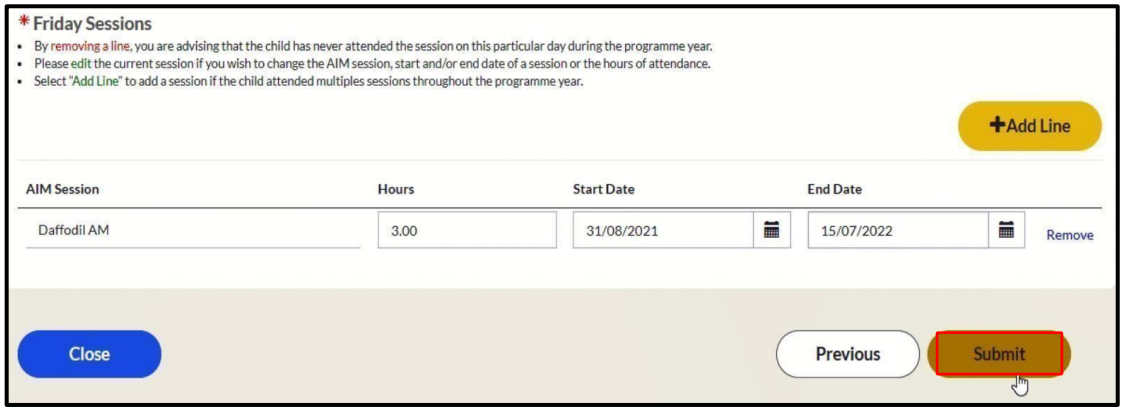
Step 6: Using the dropdown boxes answer questions “a & b” and manually enter the hours per day the child is receiving the additional support beside “c”. Enter the details of the change and the most up to date child to adult session ratio and select “Next”.



Step 7: If you have any relevant documentation, you can attach it here. Otherwise, click “Next”.



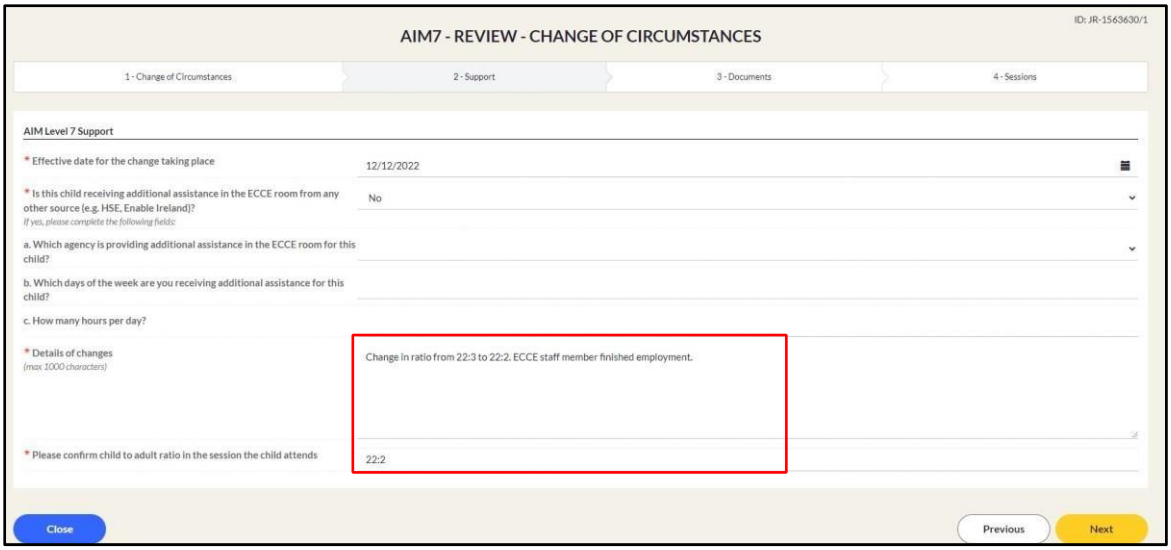
Step 8: Scroll to the bottom of the “Sessions” and confirm the changes by selecting “Submit”.



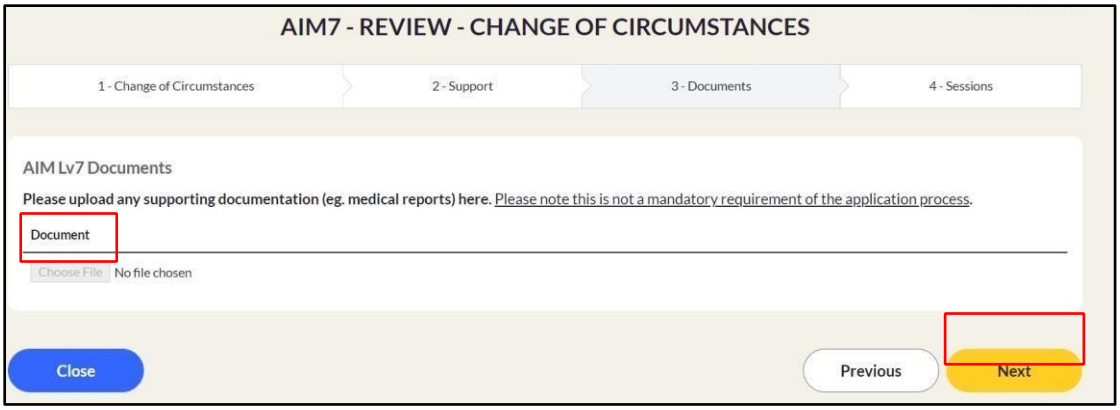
Change in Session Ratio

Step 1: Repeat steps 1 to 4 as above.

Step 5: Enter the "Details of Changes" citing the original ratio, the new ration and why the change occurred.



Step 6: If you have any relevant documentation, you can attach it here. Otherwise, click "Next".

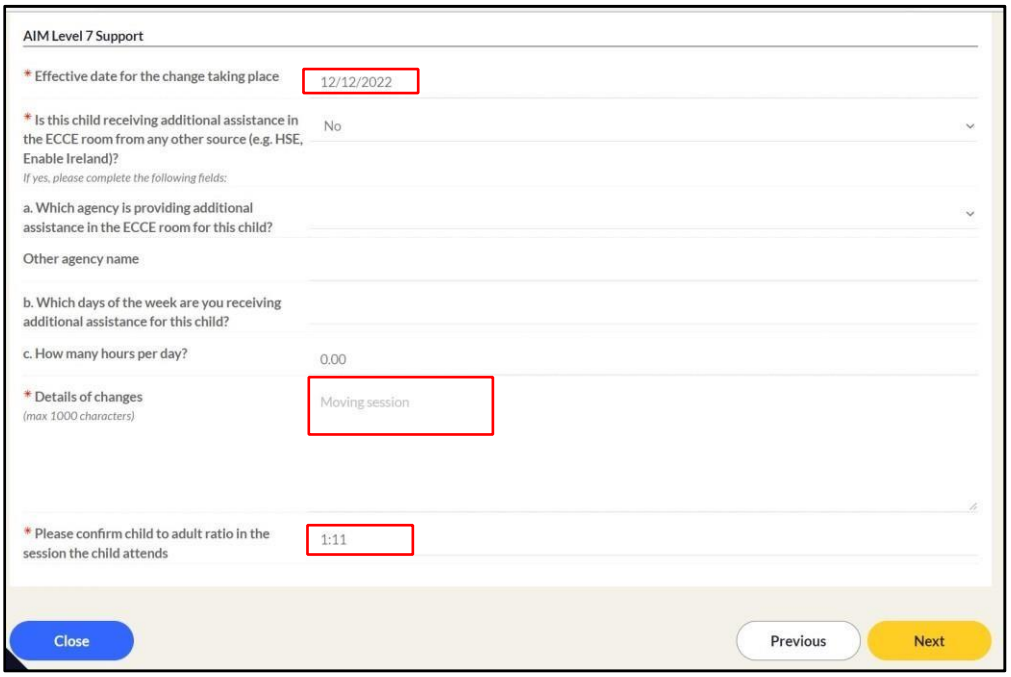


Scroll to the bottom of the “Sessions” and confirm the changes by selecting “Submit”.

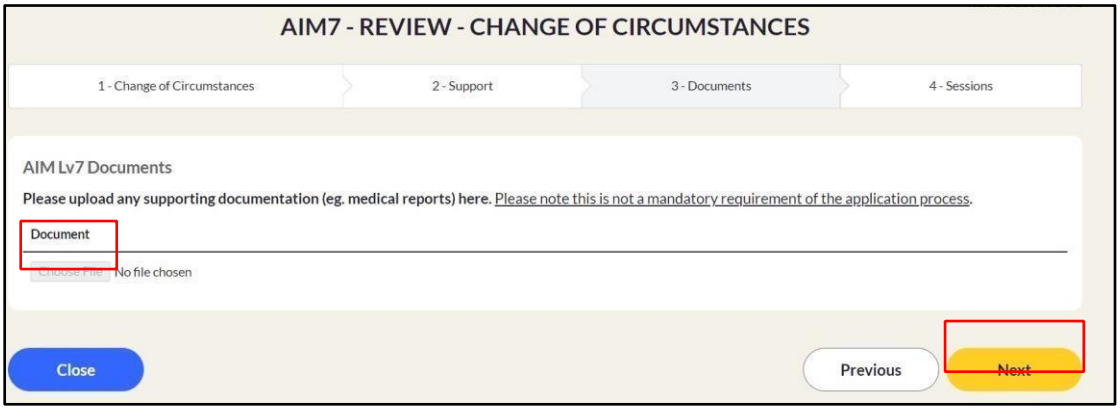
Change in Sessions – Moving Sessions

Step 1: Repeat steps 1 to 4 as above.

Step 5: Fill in the "Details of Changes" citing the session the child is moving from and the session the child is moving to. Enter the most up-to-date ratio of the session that the child attends, then click "Next".

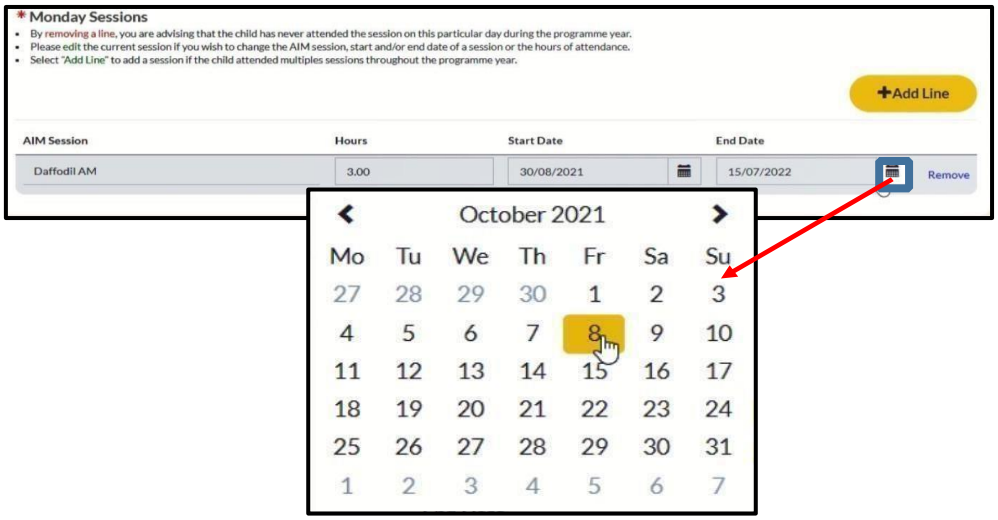


Step 6: If you have any relevant documentation, you can attach it here. Otherwise, click "Next".



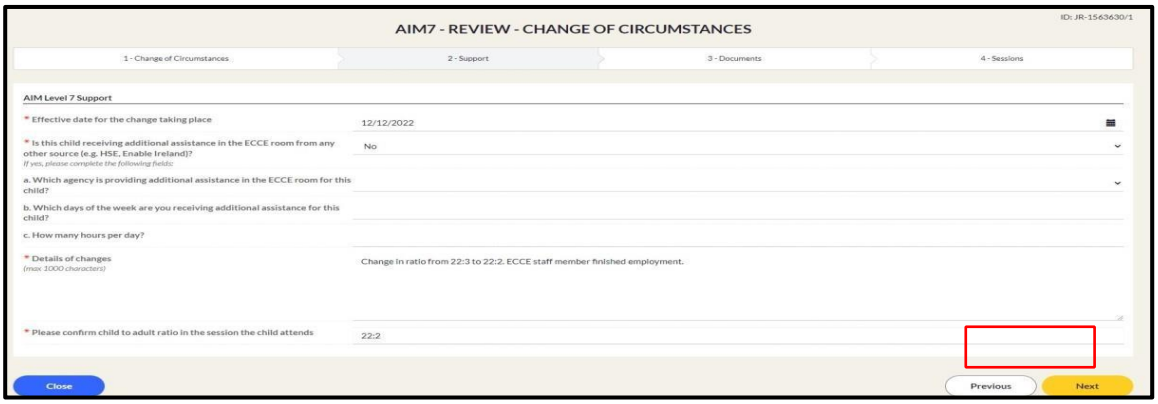
***Important Note:** If you remove any sessions, you are advising that the child never attended the session on this particular day during the programme year.

Step 7: End date the session the child will no longer be attending. The end date must be a Friday. To end date the session, select the calendar icon and choose the appropriate date.



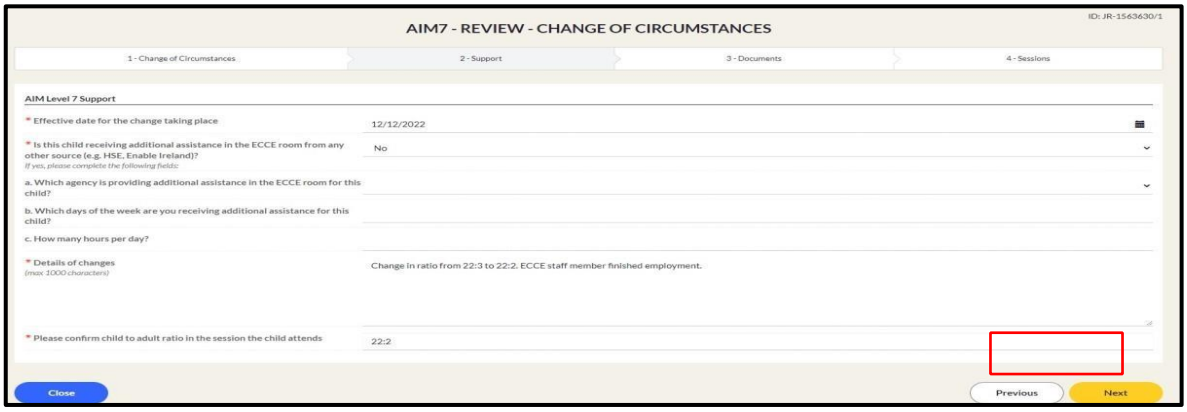
Step 8: Add the new session the child will be attending. To add the new session, select "Add Line".

Step 9: Confirm the changes by selecting "Submit".



Change in Sessions – Reducing Days

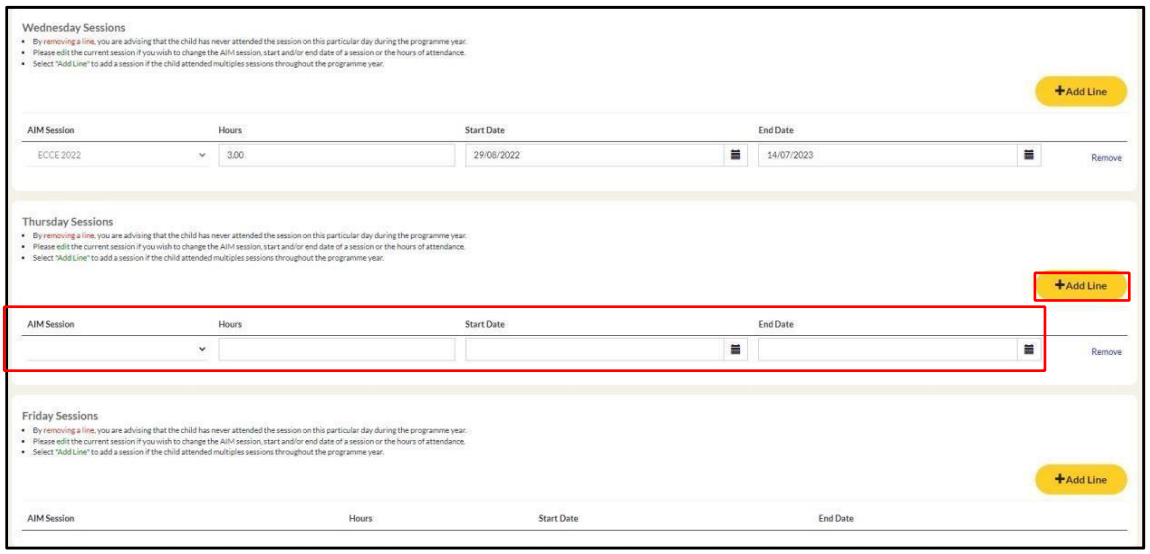
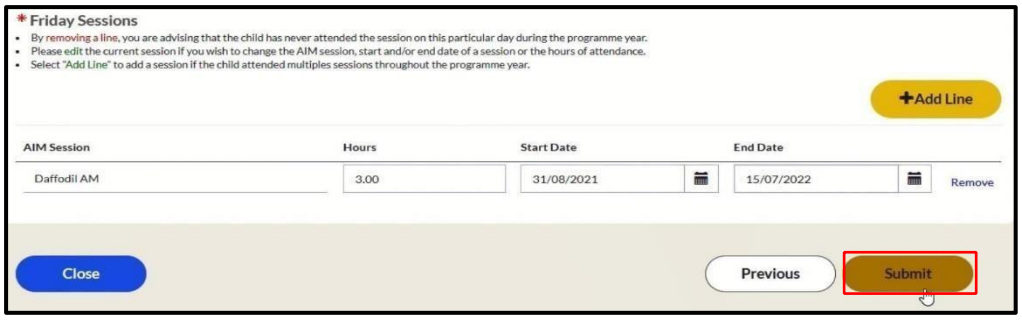
Step 1: Repeat steps 1 to 7 as above.
Step 8: Confirm the changes by selecting “Submit”.



Change in Sessions – Increasing Days

Step 1: Repeat steps 1 to 6 as above.

Step 7: Add the new session the child will be attending. To add the new session, select “Add Line”. Enter the session details in the below boxes.



Step 8: Confirm the changes by selecting “Submit”.