

AIM Level 7 Review – Change of Circumstances

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Please note:

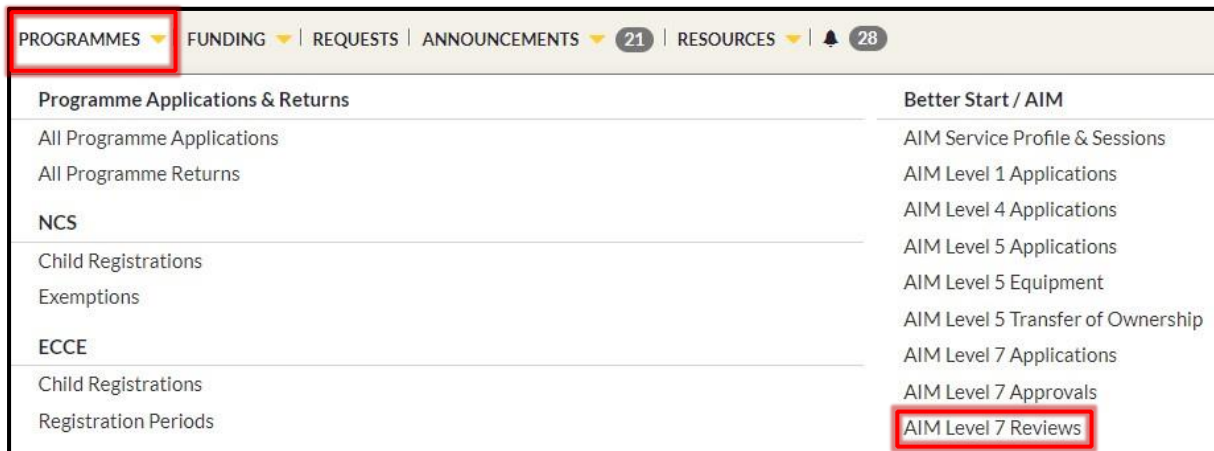
If you wish to update the ‘Maximum number of children in a session as per your service’s Tusla registration’ field under the AIM Sessions, please contact the Early Years Provider Centre by raising a request on the Hive as follows:

- **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.

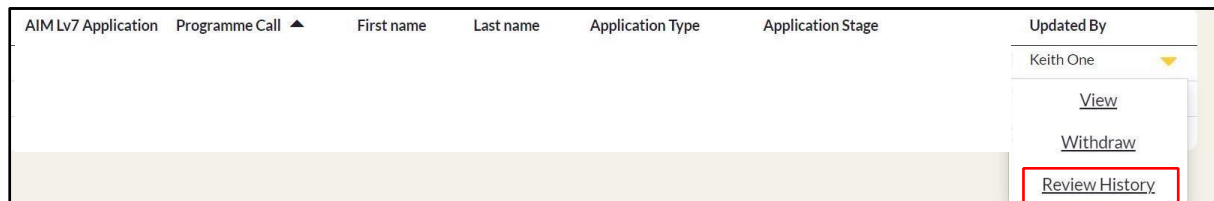


Step 1: Select “AIM Level 7 Reviews” from the drop-down menu under “Programmes”.



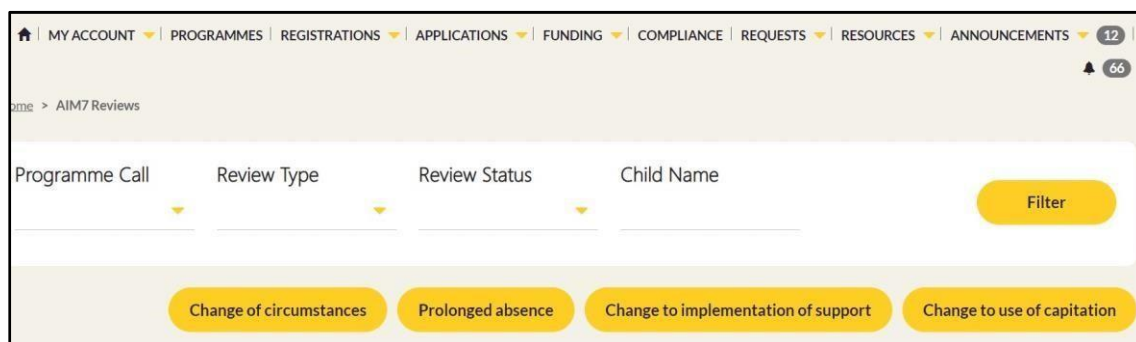
The screenshot shows the 'PROGRAMMES' dropdown menu. The 'PROGRAMMES' tab is highlighted with a red box. The menu lists several categories: 'Programme Applications & Returns', 'NCS', 'ECCE', and 'Better Start / AIM'. Under 'Better Start / AIM', the 'AIM Level 7 Reviews' option is highlighted with a red box.

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



The screenshot shows a table with columns: 'AIM Lv7 Application', 'Programme Call', 'First name', 'Last name', 'Application Type', 'Application Stage', and 'Updated By'. The 'Updated By' column shows 'Keith One'. A dropdown menu is open next to 'Keith One', showing options: 'View', 'Withdraw', and 'Review History'. The 'Review History' option is highlighted with a red box.

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



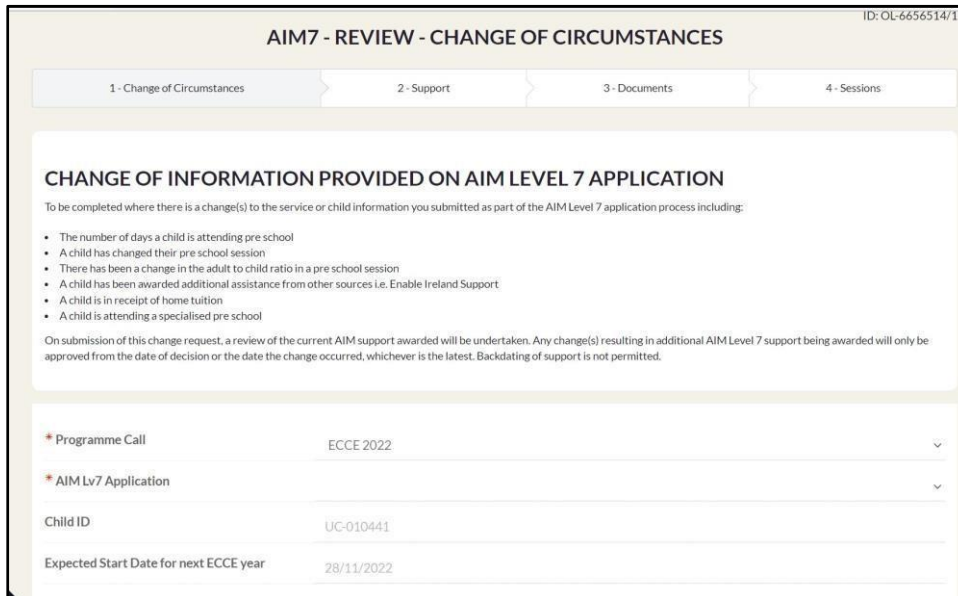
The screenshot shows the 'AIM7 Reviews' page. It has a header with navigation tabs: 'MY ACCOUNT', 'PROGRAMMES', 'REGISTRATIONS', 'APPLICATIONS', 'FUNDING', 'COMPLIANCE', 'REQUESTS', 'RESOURCES', and 'ANNOUNCEMENTS'. Below the header, there are filters for 'Programme Call', 'Review Type', 'Review Status', and 'Child Name'. A 'Filter' button is present. At the bottom, there are four buttons: 'Change of circumstances', 'Prolonged absence', 'Change to implementation of support', and 'Change to use of capitation'. The 'Change of circumstances' button is highlighted with a red box.



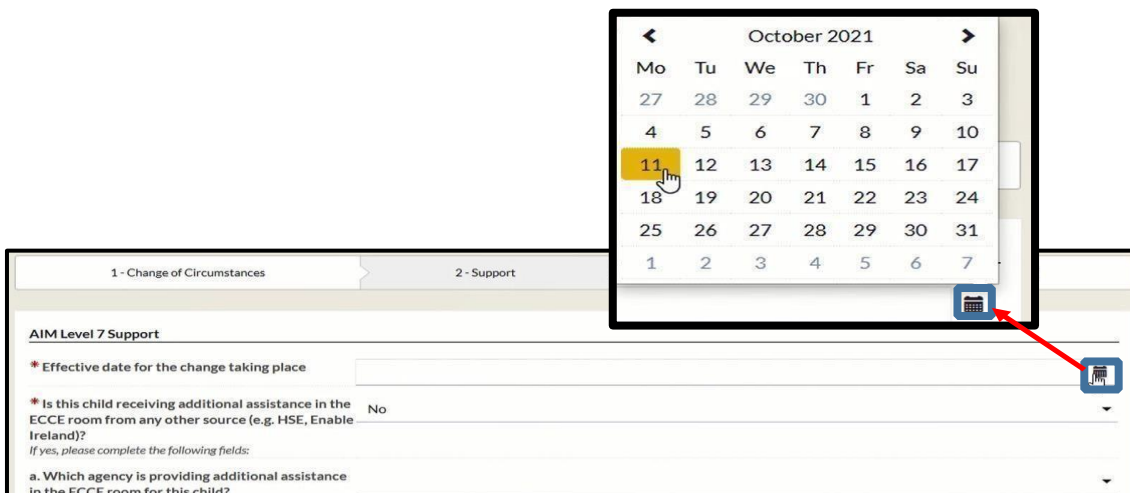
Step 4: Select the Programme Call.

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.

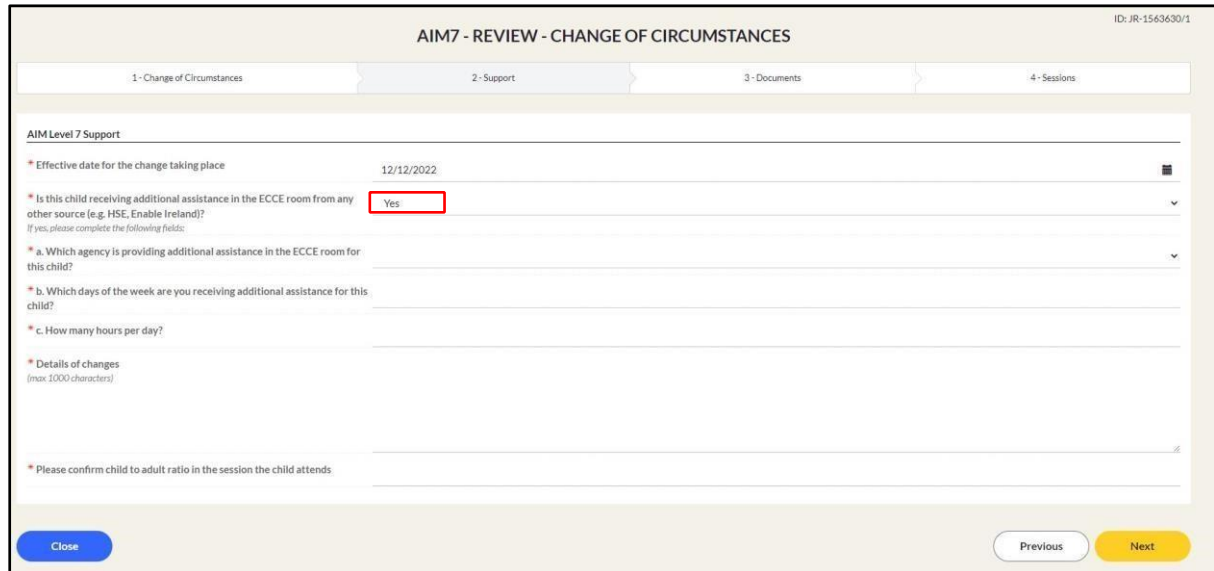


Step 5: Select the effective date that the changes are taking place using the calendar icon.




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.



AIM7 - REVIEW - CHANGE OF CIRCUMSTANCES

1 - Change of Circumstances 2 - Support 3 - Documents 4 - Sessions

AIM Level 7 Support

* Effective date for the change taking place 12/12/2022

* Is this child receiving additional assistance in the ECCE room from any other source (e.g. HSE, Enable Ireland)? Yes

If yes, please complete the following fields:

* a. Which agency is providing additional assistance in the ECCE room for this child?

* b. Which days of the week are you receiving additional assistance for this child?

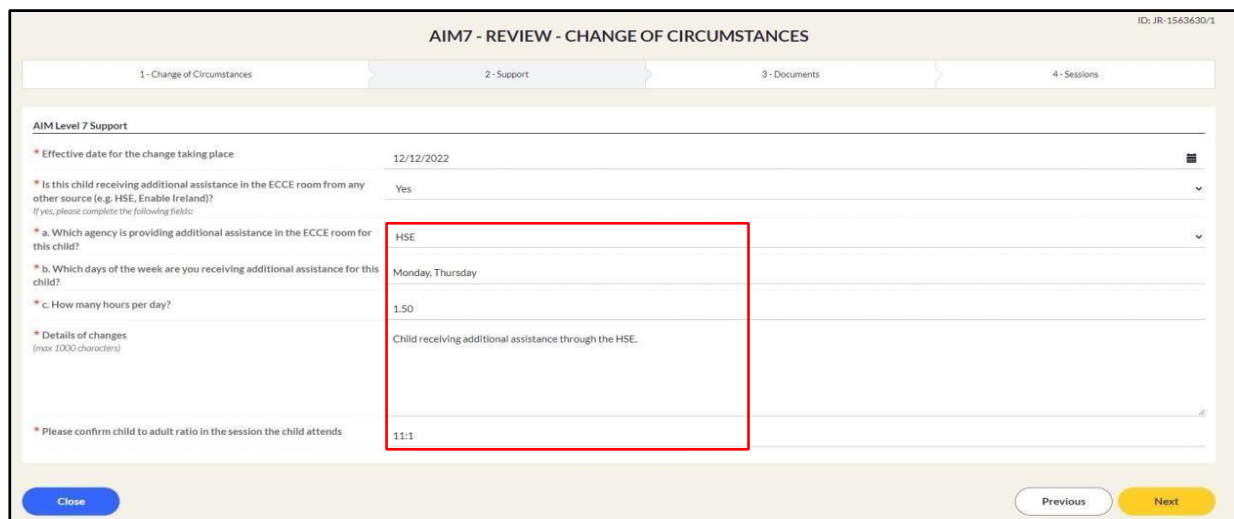
* c. How many hours per day?

* Details of changes (max 1000 characters)

* Please confirm child to adult ratio in the session the child attends

Close Previous Next

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”.



AIM7 - REVIEW - CHANGE OF CIRCUMSTANCES

1 - Change of Circumstances 2 - Support 3 - Documents 4 - Sessions

AIM Level 7 Support

* Effective date for the change taking place 12/12/2022

* Is this child receiving additional assistance in the ECCE room from any other source (e.g. HSE, Enable Ireland)? Yes

If yes, please complete the following fields:

* a. Which agency is providing additional assistance in the ECCE room for this child? HSE

* b. Which days of the week are you receiving additional assistance for this child? Monday, Thursday

* c. How many hours per day? 1.50

* Details of changes (max 1000 characters) Child receiving additional assistance through the HSE.

* Please confirm child to adult ratio in the session the child attends 11:1

Close Previous Next



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

AIM7 - REVIEW - CHANGE OF CIRCUMSTANCES

1 - Change of Circumstances2 - Support3 - Documents4 - Sessions

AIM Lv7 Documents

Please upload any supporting documentation (eg. medical reports) here. [Please note this is not a mandatory requirement of the application process.](#)

Document

Choose File

No file chosen

Close

Previous

Next

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

*** Friday Sessions**

- By **removing a line**, you are advising that the child has never attended the session on this particular day during the programme year.
- Please **edit** the current session if you wish to change the AIM session, start and/or end date of a session or the hours of attendance.
- Select **"Add Line"** to add a session if the child attended multiples sessions throughout the programme year.

+Add Line

AIM Session	Hours	Start Date		End Date		
Daffodil AM	3.00	31/08/2021		15/07/2022		Remove

Close

Previous

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.

The screenshot shows the 'AIM7 - REVIEW - CHANGE OF CIRCUMSTANCES' form, specifically the '2 - Support' tab. The form is titled 'AIM Level 7 Support'. It contains several fields: 'Effective date for the change taking place' (12/12/2022), 'Is this child receiving additional assistance in the ECCE room from any other source (e.g. HSE, Enable Ireland)?' (No), and three questions (a, b, c) about additional assistance. The 'Details of changes' field is highlighted with a red box and contains the text: 'Change in ratio from 22:3 to 22:2. ECCE staff member finished employment.' Below this, the 'Please confirm child to adult ratio in the session the child attends' field is set to '22:2'. The form has a 'Close' button at the bottom left and 'Previous' and 'Next' buttons at the bottom right.

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

The screenshot shows the 'AIM7 - REVIEW - CHANGE OF CIRCUMSTANCES' form, specifically the '3 - Documents' tab. The form is titled 'AIM Lv7 Documents'. It contains a text area for uploading supporting documentation, with a note: 'Please upload any supporting documentation (eg. medical reports) here. Please note this is not a mandatory requirement of the application process.' Below this, there is a 'Document' label and a 'Choose File' button. The 'Next' button at the bottom right is highlighted with a red box. The form has a 'Close' button at the bottom left and 'Previous' and 'Next' buttons at the bottom right.



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

*** Friday Sessions**

- By removing a line, you are advising that the child has never attended the session on this particular day during the programme year.
- Please edit the current session if you wish to change the AIM session, start and/or end date of a session or the hours of attendance.
- Select "Add Line" to add a session if the child attended multiples sessions throughout the programme year.

[+ Add Line](#)

AIM Session	Hours	Start Date		End Date		
Daffodil AM	3.00	31/08/2021		15/07/2022		Remove

[Close](#) [Previous](#) [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”.

AIM Level 7 Support

* Effective date for the change taking place 12/12/2022

* Is this child receiving additional assistance in the ECCE room from any other source (e.g. HSE, Enable Ireland)? No

If yes, please complete the following fields:

a. Which agency is providing additional assistance in the ECCE room for this child?

Other agency name

b. Which days of the week are you receiving additional assistance for this child?

c. How many hours per day? 0.00

* Details of changes (max 1000 characters) Moving session

* Please confirm child to adult ratio in the session the child attends 1:11

Close Previous Next

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

AIM7 - REVIEW - CHANGE OF CIRCUMSTANCES

1 - Change of Circumstances 2 - Support 3 - Documents 4 - Sessions

AIM Lv7 Documents

Please upload any supporting documentation (eg. medical reports) here. [Please note this is not a mandatory requirement of the application process.](#)

Document

Choose File No file chosen

Close Previous 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.

*** Monday Sessions**

- By removing a line, you are advising that the child has never attended the session on this particular day during the programme year.
- Please edit the current session if you wish to change the AIM session, start and/or end date of a session or the hours of attendance.
- Select "Add Line" to add a session if the child attended multiples sessions throughout the programme year.

+ Add Line

AIM Session	Hours	Start Date	End Date
Daffodil AM	3.00	30/08/2021	15/07/2022

Remove

October 2021

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

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

*** Monday Sessions**

- By removing a line, you are advising that the child has never attended the session on this particular day during the programme year.
- Please edit the current session if you wish to change the AIM session, start and/or end date of a session or the hours of attendance.
- Select "Add Line" to add a session if the child attended multiples sessions throughout the programme year.

+ Add Line

AIM Session	Hours	Start Date	End Date
Daffodil AM	3.00	30/08/2021	08/10/2021
Bluebell AM	3.00	11/10/2021	15/07/2022

Remove

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

AIM7 - REVIEW - CHANGE OF CIRCUMSTANCES

1 - Change of Circumstances 2 - Support 3 - Documents 4 - Sessions

AIM Level 7 Support

* Effective date for the change taking place: 12/12/2022

* Is this child receiving additional assistance in the ECCE room from any other source (e.g. HSE, Enable Ireland)? No

If yes, please complete the following fields:

a. Which agency is providing additional assistance in the ECCE room for this child?

b. Which days of the week are you receiving additional assistance for this child?

c. How many hours per day?

* Details of changes (max 1000 characters): Change in ratio from 22:3 to 22:2. ECCE staff member finished employment.

* Please confirm child to adult ratio in the session the child attends: 22:2

Close **Previous** **Next**



Change in Sessions – Reducing Days

Step 1: Repeat steps 1 to 7 as above.

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

AIM7 - REVIEW - CHANGE OF CIRCUMSTANCES ID: JR-1563630/1

1 - Change of Circumstances 2 - Support 3 - Documents 4 - Sessions

AIM Level 7 Support

* Effective date for the change taking place 12/12/2022

* Is this child receiving additional assistance in the ECCE room from any other source (e.g. HSE, Enable Ireland)? No

If yes, please complete the following fields:

a. Which agency is providing additional assistance in the ECCE room for this child?

b. Which days of the week are you receiving additional assistance for this child?

c. How many hours per day?

* Details of changes (max 2000 characters) Change in ratio from 22:3 to 22:2. ECCE staff member finished employment.

* Please confirm child to adult ratio in the session the child attends 22:2

Close Previous Next



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.

Wednesday Sessions

- By removing a line, you are advising that the child has never attended the session on this particular day during the programme year.
- Please edit the current session if you wish to change the AIM session, start and/or end date of a session or the hours of attendance.
- Select “Add Line” to add a session if the child attended multiples sessions throughout the programme year.

[+ Add Line](#)

AIM Session	Hours	Start Date	End Date	
ECCE 2022	3.00	29/08/2022	14/07/2023	Remove

Thursday Sessions

- By removing a line, you are advising that the child has never attended the session on this particular day during the programme year.
- Please edit the current session if you wish to change the AIM session, start and/or end date of a session or the hours of attendance.
- Select “Add Line” to add a session if the child attended multiples sessions throughout the programme year.

[+ Add Line](#)

AIM Session	Hours	Start Date	End Date	
				Remove

Friday Sessions

- By removing a line, you are advising that the child has never attended the session on this particular day during the programme year.
- Please edit the current session if you wish to change the AIM session, start and/or end date of a session or the hours of attendance.
- Select “Add Line” to add a session if the child attended multiples sessions throughout the programme year.

[+ Add Line](#)

AIM Session	Hours	Start Date	End Date
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Step 8: Confirm the changes by selecting “Submit”.

Friday Sessions

- By removing a line, you are advising that the child has never attended the session on this particular day during the programme year.
- Please edit the current session if you wish to change the AIM session, start and/or end date of a session or the hours of attendance.
- Select “Add Line” to add a session if the child attended multiples sessions throughout the programme year.

[+ Add Line](#)

AIM Session	Hours	Start Date	End Date	
Daffodil AM	3.00	31/08/2021	15/07/2022	Remove

[Close](#) [Previous](#) [Submit](#)



