



E100 Permission Agreement Form

Please read information overleaf before filling out this form. You **MUST** keep a copy of this form.

This form MUST be returned with your Registration Agreement and Module Fee payment

Please complete this form using **BLOCK CAPITALS**

Student details	Full Name:	Student PI Number:
	JobTitle/role:	Age(s) of children worked with:

Student declaration

I confirm that I have read the module description, understand the requirements and that the information provided on this form is accurate. I agree to abide by the ethical guidelines and to protect the anonymity of individuals and organisations in my assignments. If I move to a new workplace before/during the module I will re-negotiate these agreements with my new employer.

Student signature: _____ Date: _____

Employer details	Full Name (incl Title):
	Position/role in workplace:
Telephone (direct line of person signing declaration):	E-mail:
Name and Address of workplace:	
Postcode:	Preferred initial contact method: Letter / E-mail
Type of workplace setting (e.g. day nursery, Children's centre):	
Ofsted Number (or equivalent if working in England) (ONLY required for students who are childminders & owner/managers):	

Employer declaration

I confirm that I have read the Pre-registration Information overleaf. I give permission for the above named student to carry out activities specified within the workplace identified above. In addition, I confirm that the above named student:

- Has a current CRB clearance with current employer (or equivalent if not working in England)
- Has worked with young children in an early years setting for at least 6 months full-time or 12 months part-time prior to studying E100.
- Is / will be working with children aged 0-7 yrs for at least 5 hrs a week for the duration of E100
- Will Be able to work with groups of 3 or more children regularly throughout the module
- Is working in a setting following a UK or RoI curriculum (if not in the UK or RoI)
- Is working in an English-medium early years setting (if not in UK or RoI)

I understand that The Open University will keep the details given above and they or their representative may use them to contact me to confirm their authenticity as well as to contact me in connection with work of this student. I note that provision of inaccurate information may lead to students being unable to complete E100.

Employer signature: _____ Date: _____

Please print name: _____

Pre-registration Information for Students and Employers

The aim of the form is to ensure students have appropriate work place permission to undertake module activities with children (0-7 yrs), an appropriate and current CRB clearance*.

***CRB clearance form** (or equivalent if not working in England) must bear the same name as that given by the student overleaf. The student must have an enhanced CRB clearance (or appropriate equivalent).

Students in Scotland should, where appropriate, also be a member of the Scottish Government's Protecting Vulnerable Groups (PVG) scheme. Further details of the PVG scheme plus the timetable for its implementation can be found at www.infoscotland.com/pvgscheme

Students will be looking at current policy and practice within their work setting so access to relevant policy documents is required, as is permission to discuss module issues with colleagues and, where appropriate, with parents and/or children. This means their being sensitive to the way other staff, parents and children are consulted and to any points raised about day-to-day practice. Students must follow strict ethical guidelines based on those set out by the British Psychological Society and the British Educational Research Association for working with children and adults. They must protect the anonymity of individuals and organisations within the material that they submit for assessment.

Completing the E100 Permission Agreement Form

Students should complete all sections of this form before passing it to their 'employer', who should check details are correct, sign and date it at the bottom. Students must give a copy of the module description (see <http://www3.open.ac.uk/study/undergraduate/course/e100.htm>) to their employer which gives details about the module and explains what they need to do to support the student.

Who can give permission to carry out the module-related activities?

The 'employer' (person who employs the student) or their official representative can give permission. As self-employed students are their own 'employer', they can sign their own permission agreement form but must give their Ofsted number (or equivalent if not working in England)

Setting type

Childminder/Owner-Manager
Nanny
Pre-school/Playgroup
Out-of-school club
Childrens Centre/Day Nursery
Nursery/Primary School

Examples of people able to give permission

Yourself (if you are self-employed)
The parents who employ you
Chair of the playgroup committee
Organiser, owner, manager of the club
Head of the Centre/Owner of the nursery
Head teacher

What are the benefits for an employer?

(Adapted from the Children's Workforce Development Council – Information for Employers.)

- Sector-Endorsed Foundation Degrees in England (or Diploma of Higher Education in Scotland) provide employers with confidence that modules are tailored to the specific needs of the early years sector
- Employers are encouraged to work with universities and colleges in shaping the content and development of modules
- They offer employees relevant, valuable professional learning and development opportunities.
- Current parents see that employers value their staff and provide a high standard of professionalism, and new parents see the quality they offer to children.
- Their staff share new knowledge and bring new ideas and energy to work.
- Employers can use it to attract, recruit and retain the calibre of staff they want.
- By supporting staff in their learning, they reap the rewards of loyalty, motivation & commitment.

What will an employer have to do?

Their key role will be to support the student taking the module. They must:

- Give the student permission to carry out work-related activities.
- Ensure student has appropriate access to information (e.g. planning and policy documents) and participants [e.g. groups of children (0-7 yrs) and parents], to carry out setting based module activities.
- Identify someone in the workplace to confirm the evidence the student intends to submit.
- Provide informal feedback as 'a critical friend' (this is optional).

For further information refer to:

- <http://www3.open.ac.uk/study/undergraduate/education/index.htm>
- <http://www.cwdcouncil.org/foundation-degrees/employers>