



# YOUR EARLY YEARS HIVE SNAPSHOT

23 October 2023

Upcoming task	Who should do it?	What do I need to do?	When do I need to do it?
<b>NCS Returns</b>	Services offering NCS 2023/24	Complete weekly attendance returns for the previous week on the Returns page.	<ul style="list-style-type: none"> <li>Returns for 16-22 October: by Tuesday 24</li> <li>Returns for 23-29 October: by Tuesday 31</li> </ul>
<b>AIM Level 5 equipment Transfer of Ownership</b>	Services with any outstanding Transfer of Ownership	Fully complete the Transfer of Ownership form with all required signatures and submit.	<ul style="list-style-type: none"> <li>By Thursday 26 October</li> </ul>
<b>Scheduled maintenance to Early Years Hive</b>	All users of the Early Years Hive	Be aware the portal will be unavailable for a short amount of time.	<ul style="list-style-type: none"> <li>Provisionally scheduled Thursday 26 October at 5pm</li> </ul>
<b>AIM Level 1 applications</b>	Services with new or existing LINC graduates	<ol style="list-style-type: none"> <li>Be contracted into ECCE 2023/2024.</li> <li>Submit your AIM Level 1 application.</li> <li>A qualified LINC graduate must be employed as your Inclusion Coordinator (INCO).</li> </ol>	<ul style="list-style-type: none"> <li>Backdating deadline is Friday 27 October</li> </ul>
<b>November Review &amp; Confirm</b>	All Core Funding Partner Services	<ol style="list-style-type: none"> <li>Ensure most recent Core Funding application/application change is at 'Approved'.</li> <li>Upload Quality Action Plan PDF to Service Profile.</li> <li>Complete Review &amp; Confirm.</li> </ol>	<ul style="list-style-type: none"> <li>Review &amp; Confirm window open 1-17 November</li> </ul>
<b>Building Blocks Improvement Grant Financial Returns</b>	Services who received funding through the Building Blocks Improvement Grant	Complete the financial return available on the Returns page.	<ul style="list-style-type: none"> <li>Advised to do by Thursday 30 November</li> </ul>

The tasks above are for general guidance only. You may have additional tasks outstanding; please regularly check the announcements page and notifications page of the Early Years Hive.