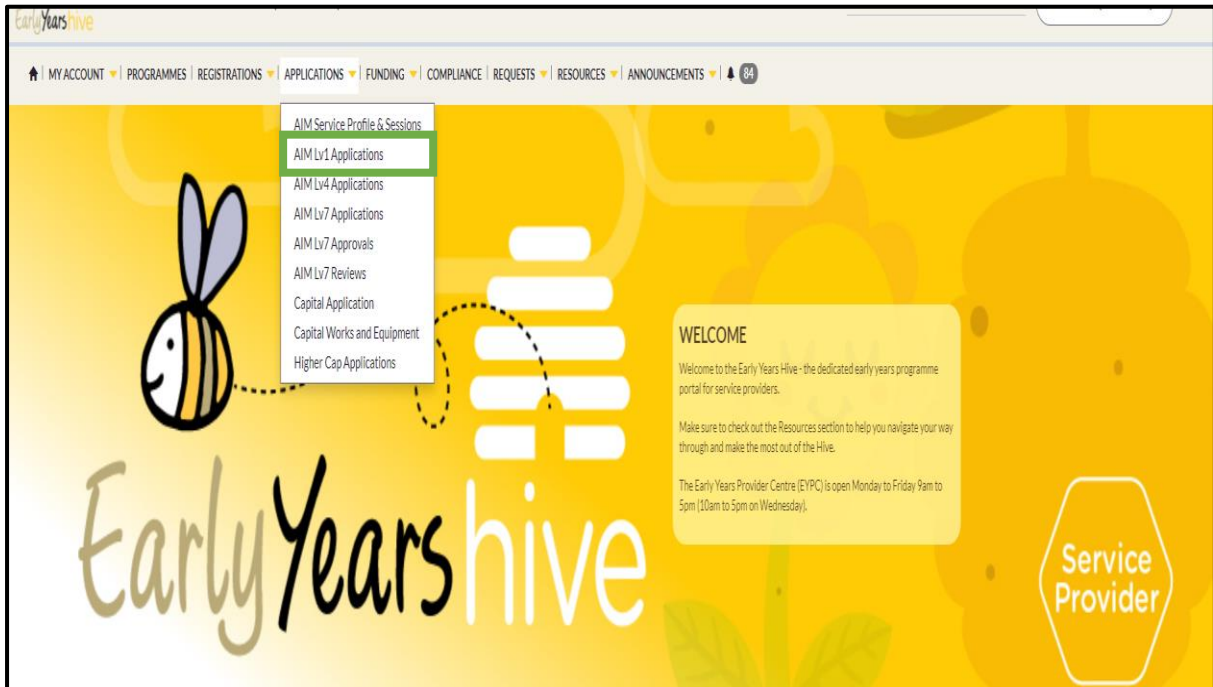
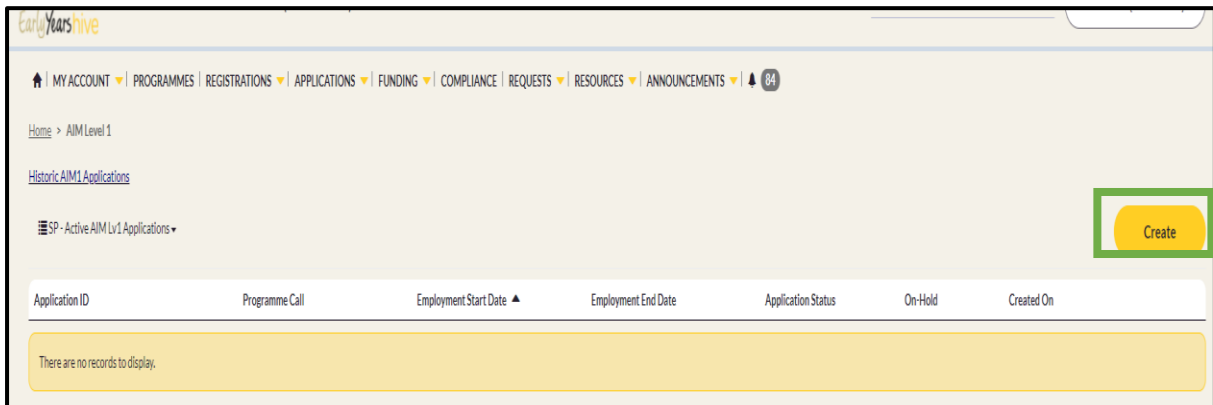


AIM Level 1 Application Quick Guide

Step 1: Sign into the Early Years Hive and select “AIM Lv 1 Applications” on the drop down list at “Applications”.



Step 2: Select “Create” to start the application process.



Step 3: Select the relevant programme call from the drop down menu and select “Start Application” to begin the application process.

The screenshot shows a web interface for creating a new AIM Level 1 application. At the top, there is a navigation bar with links for MY ACCOUNT, PROGRAMMES, REGISTRATIONS, APPLICATIONS, FUNDING, COMPLIANCE, REQUESTS, RESOURCES, ANNOUNCEMENTS, and EMAILS. Below the navigation bar, the breadcrumb trail reads 'Home > AIM Level 1 > New Application'. The main heading is 'NEW AIM LEVEL 1 APPLICATION'. Underneath, there is a section titled 'AIM LEVEL 1 APPLICATION INTRODUCTION' with a paragraph of text explaining the application process. Below the introduction, there is a 'Programme Call' dropdown menu with 'ECCE 2021' selected. At the bottom left, there is a 'Close' button, and at the bottom right, there is a 'Start Application' button highlighted with a green box.

Step 4: In the “Personal Details” section, enter the Inclusion Coordinator’s Graduate ID and name.

The screenshot shows the 'APPLICATION DETAILS' page. The main heading is 'APPLICATION DETAILS'. Below the heading, there is a section titled 'Personal Details'. Underneath, there are four input fields: 'Graduate ID *', 'First Name *', 'Surname *', and 'Maiden Name'. Each field has a horizontal line for text entry.


Step 5: In the “Employment Details” section, enter the Inclusion Coordinator’s employment details and use the look up icon in relation to “Contract Type” and “Position”.


Employment Details

Employment Start Date * 

Number of Days Per Week Employed * 

Number of Hours Per Week Employed *

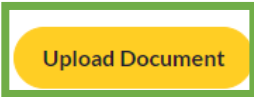
Contract Type 

Position 

Step 6: In this section, download the “Declaration”. Once completed in full and signed, upload the document using the “Upload Document” function” and select “Yes” under the “Declaration and Consent Confirmation”.

Print Declaration and Consent

Download and print the Declaration, then attach the signed copy below. All pages of the declaration must be attached.



File Full Name ▲ Created On

There are no records to display.

Declaration and Consent Confirmation

No Yes

Step 7: In the “Disclaimer Details” section, enter the details of the person submitting the application, which must be an owner or a manager or a member of the Board of Management/Board of Director’s. Once you are satisfied, that you have read and accept the disclaimers and declarations as outlined in this application select the “Yes” button and select “Submit”.

Disclaimer Details

The owner/board of directors/management committee by submitting this application:

- Confirms that the application form and attached documents are submitted on his/her/our behalf.
- Declares that the information provided in the application form and attached documents are true and accurate.
- Confirms the Inclusion Co-ordinator is working solely in the ECCE setting for which the increased capitation relates.
- Confirms that the child(ren) to whom the increased capitation relates to is in the ECCE room availing of the ECCE programme.

Disclaimer First Name

Disclaimer Surname

Disclaimer Position

Confirmation that I/we have read and accept the disclaimers and declarations outlined in above sections of this application form

No Yes

Submit

Step 8: You will now be advised that you “Submission completed successfully”

earlyyears hive

MY ACCOUNT | PROGRAMMES | REGISTRATIONS | APPLICATIONS | FUNDING | COMPLIANCE | REQUESTS | RESOURCES | ANNOUNCEMENTS | EMAILS | 70

Home > AIM_Level_1 > Edit Application

Submission completed successfully

Close

Step 9: If you wish to view your application, select “AIM Lv 1 Applications” on the drop down list at “Applications”.

