



## 8 ways to make your childminding business more professional

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# 1. What is Continuing Professional Development?

Continuing professional development

(CPD) is a commitment by members to regularly update their skills and knowledge in order to remain professionally competent and achieve their true potential.



## 2. Why is professional Development so Important?

1. To know where you are going.
2. For others to know you are focused
3. To know where to improve
4. To be able to build on your strong points
5. To identify appropriate resources and training to develop
6. To be able to set personal and work targets
7. To be able to look back and see your progress
8. To measure success and to know which methods are working
9. To meet regulation of professional requirements
10. To integrate reflection, evaluation and progress in everyday practice which will benefit morale and is part of being a good role model
11. To feel valued and appreciated.



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### 3. Formal CPD



1. Professional courses, seminars and conferences (where there are clear objectives and learning outcomes and supporting evidence can be provided if requested)
2. Structured seminars/discussions where there is a learning outcome, for example, leading an online webinar on a technical topic
3. Formal learning and development within your firm or organisation, for example attending in-house training on a specific subject
4. Formal teaching/training for others (providing interactive and participative tutoring and/or instruction for others which includes setting clear objectives and learning outcomes)



## 4. Informal CPD

1. Development of personal and practical skills through activities such as shadowing and delivering/receiving coaching
2. Informal learning and development within your firm or organisation, for example interactive and participative discussions with internal experts on specific technical topics
3. Informal teaching/training for others, such as facilitating a discussion session at a seminar or conference, or feeding information back to peers, boards or committees
4. Private study such as:  
reading online or paper based trade publications, manuals, professional briefs, journals
5. listening to podcasts relating to your professional role

## 5. Barriers to professional development!

### **Personal Barriers:**

intellectual, social, emotional restraints

### **Time pressures:**

family and other commitments, financial barriers, funding cuts, work pressures

### **Organisational barriers:**

like management structure, leadership styles etc



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## 6. Managing and Overcoming Barriers

1. Good time management
2. Good planning
3. Identify support network
4. Prioritise goals - set SMART targets
5. Communication
6. Identify organisational barriers and address them with senior management.

## 7. Sources and Systems of Support



Not only do websites generate leads for your childcare business – but you can also use it to show parents your history and childcare qualifications, as well as updating them on the **activities their children get up to when they leave them in your care**. This broadens the line of communication and can help strengthen the relationship between you and existing parents.

All childminders get a visit within 6-7 months of setting up their business, and then again every three years. These **inspections typically last 2-3 hours**. The inspector will telephone childminders to give them notice a few days before they intend to inspect, although the actual date of the inspection will not be given.

There is a popular saying which goes “Failing to prepare, means preparing to fail.” If you’re not sure what you will be assessed on when the inspector comes knocking, the **Ofsted website is a good place to start**. They have [published a guide](#) for early years’ childcare providers on what you will be assessed on, and how the inspection will take place.

## 8. Keep detailed records of children's activities



You should already be keeping some form of records or notes to show that you understand and **meet the requirements of the EYFS** in your setting. You should demonstrate that you effectively monitor the delivery of the educational programmes, planning and assessment, and the extent to which children's needs are identified and met through timely intervention.

Bear in mind that the notes you keep about children's activities will also be used to assess you as part of your Ofsted inspection. It **you type these onto a computer** or invest in [childminding software](#) to do this, rather than making your notes by hand - you will have a permanent, professional looking and indelible way of preserving these records. This will look much more professional to the Ofsted inspector rather than showing them a scruffy old notebook!



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