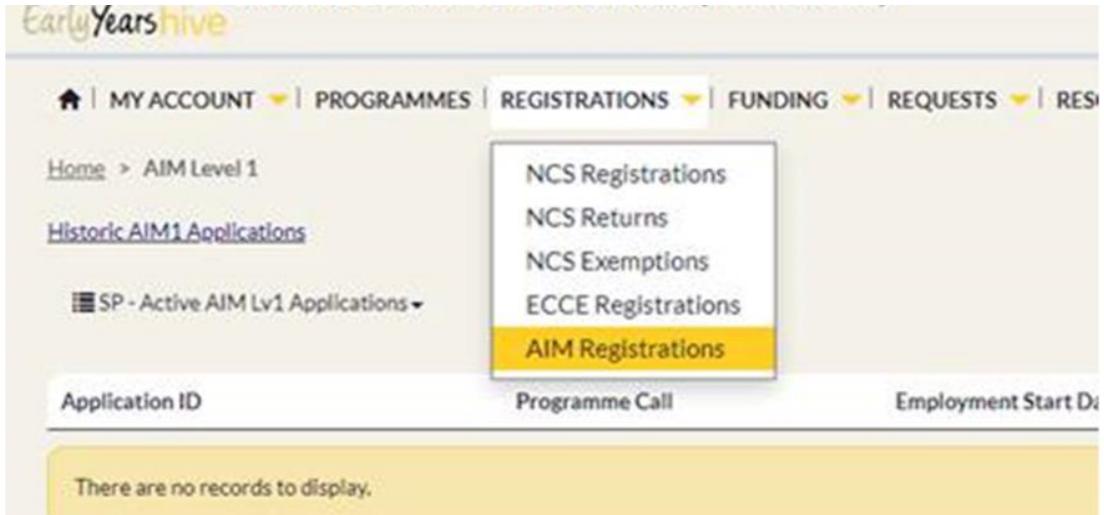


AIM Level 1 Application Guidelines

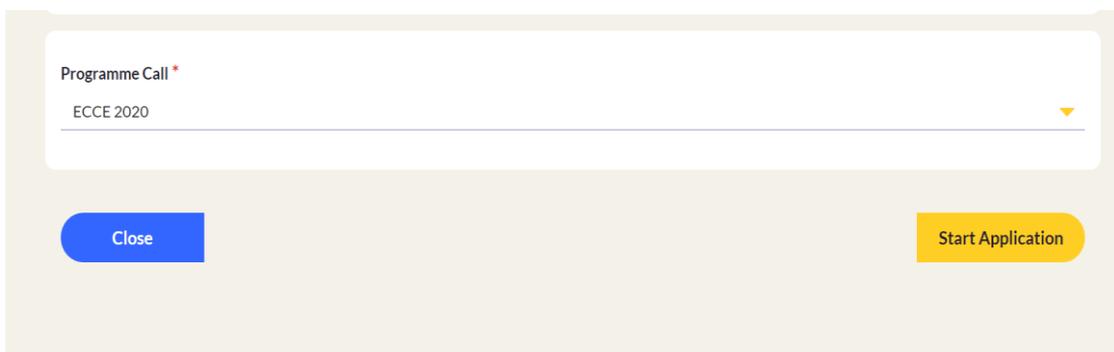
1. Sign in to the Early Years Hive, and click on “AIM Registrations” under the Registrations tab.



2. Click “Create” to start the application process



3. Select the relevant Programme Call (ECCE 2020) from the dropdown menu, and then click “Start Application”. This will open the application form.



4. Enter the Inclusion Co-ordinator's name and Graduate ID in the Personal Details section. The Graduate ID is the graduate's LINC Programme student number. All fields marked with an asterisk (*) are mandatory.

APPLICATION DETAILS

Personal Details

Graduate ID *

First Name *

Surname *

Maiden Name

5. Enter the Employment Details. The Employment Start date is the Inclusion Co-ordinator's start date for this Programme Call. It cannot be earlier than start date for ECCE 2020.

Employment Details

Employment Start Date *

Number of Days Per Week Employed *

Number of Hours Per Week Employed *

Contract Type

Position

6. Click "Get PDF" to generate the declaration. This must be printed, signed and dated by the Inclusion Co-ordinator.

Close Save as Draft Get PDF

7. Attach the signed declaration to the application form, and click “Yes” under “Declaration and Consent Confirmation”, to confirm that the signed declaration has been attached.

Print Declaration and Consent
Download and print the Declaration, then attach the signed copy below

Attached Declarations

There are no notes to display.

Choose Files No file chosen

Declaration and Consent Confirmation
 No Yes

Print Declaration and Consent
Download and print the Declaration, then attach the signed copy below

Attached Declarations

There are no notes to display.

Choose Files Declaration.docx

Declaration and Consent Confirmation
 No Yes

8. Enter the Disclaimer details. The Disclaimer is the person submitting the application, and must be the PAU. Click “Yes” under “Disclaimer Confirmation” to sign the form.

Disclaimer Details

Disclaimer First Name

Disclaimer Surname

Disclaimer Position

Disclaimer Confirmation
 No Yes

Disclaimer Details

Disclaimer First Name
Jane

Disclaimer Surname
Murphy

Disclaimer Position
Owner

Disclaimer Confirmation
 No Yes

9. Click “Submit”

Disclaimer Confirmation
 No Yes

Submit