

Small Steps to Achieving the NPA Stamp of Approval

For Early Years Practitioners working in settings including childminders, who have attended a NPA Portage Workshop

Baseline (Can do now)

Staff are regularly using the Portage Model and following the Portage Principles with the children and families attending your setting

1	Download Criteria, Guidance Notes and Application Form from the NPA website https://www.portage.org.uk/support/training/npa-stamp-approval-scheme
2	Gather evidence to create portfolio/file and check against SoA criteria and following guidance notes provided in the link above
3	Check at least 1 of your practitioners have completed the Portage Workshop – seek further training if required
4	Apply for at least 1 member of staff to join the NPA (£40 pa – no VAT) https://www.portage.org.uk/about/benefits-mpa-membership
5	Contact and advise your Portage representative, ideally from your local Portage service, you are applying for/working towards obtaining the award and seek their support for your application (this may include a visit to your setting to offer advice, review of your portfolio and checking against criteria and guidance notes)
6	Your Portage representative will then either; <ul style="list-style-type: none"> • Agree to be your referee and complete a report and sign the application form for the NPA • Provide suggestions as to what further work/evidence needs to be collated before submitting your application
7	If your representative has signed off your application, you then submit your application form along with a brief report/note from your Portage representative (including their contact details) to the NPA office
8	Application is then processed and considered by the NPA office and either; <ul style="list-style-type: none"> • Approved – the setting will receive written confirmation and an invoice for the annual £30 application fee • Not approved – the setting will be informed that further information/evidence is required
9	Once payment has been received and processed by the NPA Office the setting will receive; <ul style="list-style-type: none"> • the NPA Stamp of Approval Window Sticker (valid for 1 year from date of issue*) <i>*The standard approval year runs from 1st January to 31 December. For initial applications settings can apply at any time during the year with fees charged on a pro-rata basis (see application form for detail).</i> • Certificate awarding the Stamp of Approval • Electronic SoA logo for use on your documentation
10	Renewal is due 1 st January each year, you will be sent a reminder by the NPA office and invite you to re-apply for the SoA. You will need to contact a Portage representative to review how you use the Portage model and principles within your setting and share any new and up to date evidence

Long Term Goal

Provider to achieve and be presented with the NPA Stamp of Approval and for this to be renewed annually

You DO NOT have to submit your supporting portfolio/evidence file to the NPA Office.

The NPA Office requires you to send to them

- Your application form
- A completed checklist
- Report/recommendation from your Portage representative