



## **Guidance for Portage Representatives Supporting NPA Stamp of Approval Applications**

By agreeing to support a setting or childcare provider to work towards and achieve the NPA Stamp of Approval you are required to;

1. Work with and support the provider to complete the NPA Stamp of Approval Quality Standards document and gather the evidence into a portfolio/folder.
2. Check the evidence compiled within the portfolio of evidence, identifying if further evidence and or action for any aspect is required.
3. When satisfied the provider has evidence for and has met the NPA Quality Standards and you are confident in their Portage practice, complete the application form.
4. Write a brief report/feedback for the NPA stating your involvement and confirming your confidence in the settings ability to continue to use the Portage Model and Principles with the children and families they support.
5. The NPA Administrator will notify Stamp of Approval referees which settings in their area are due to renew the award.
6. Review the evidence each year with the provider and check principles and model continue to be used to a high standard and confirm there is new/updated evidence to support this. Repeat point 3 above.

You may be required to visit the setting and we suggest an initial visit to support building a portfolio of evidence. Additional visits may be needed to update, with completion of application within 6 months from initial visit.

If you are unsure about any aspect of this process please visit <https://www.portage.org.uk/support/training/npa-stamp-approval-scheme> and/or contact your local regional NPA representative or the NPA office.