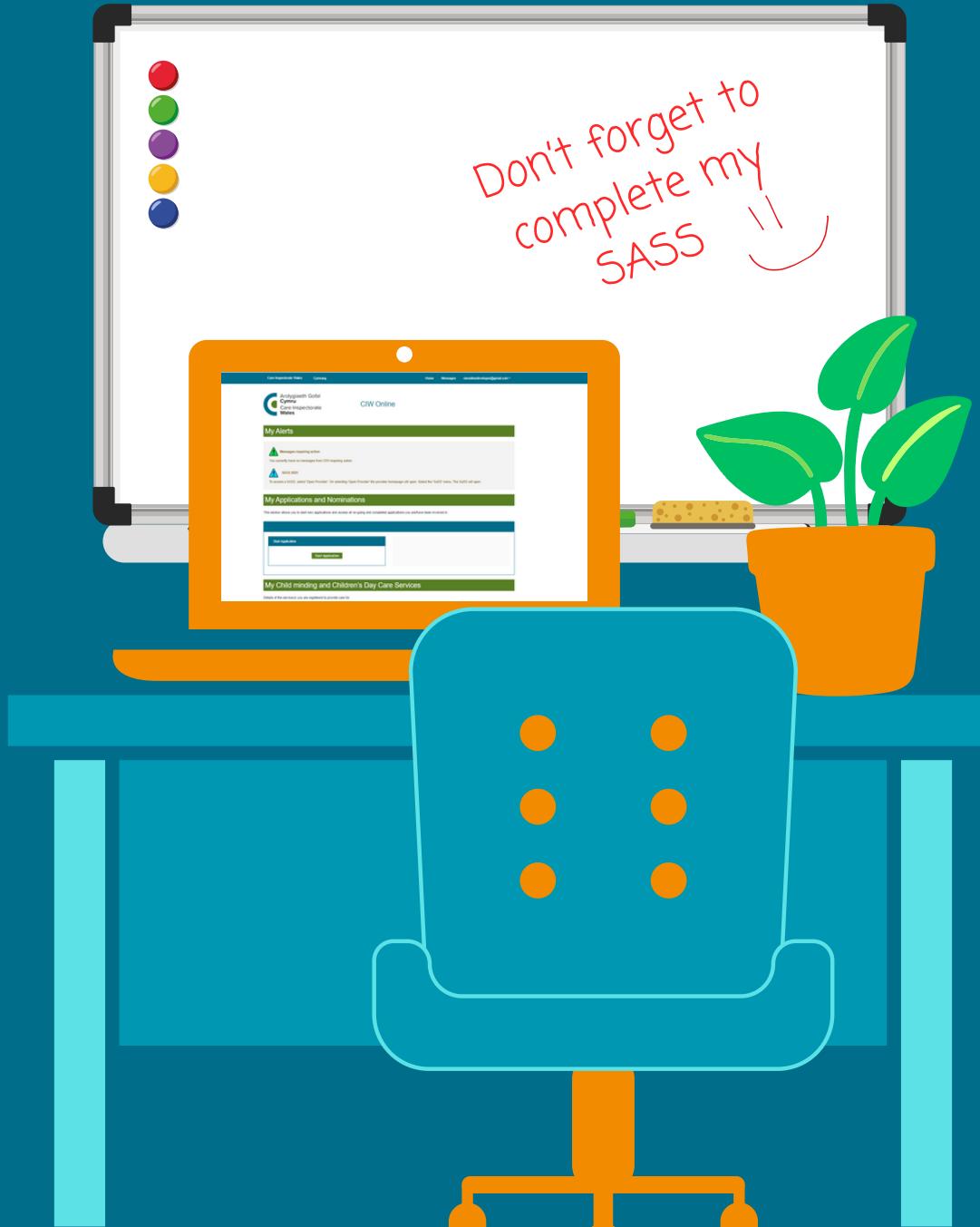


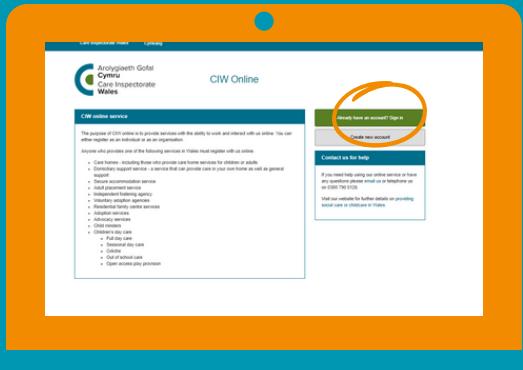
How to complete your Self Assessment of Service Statement 2026



Step 1

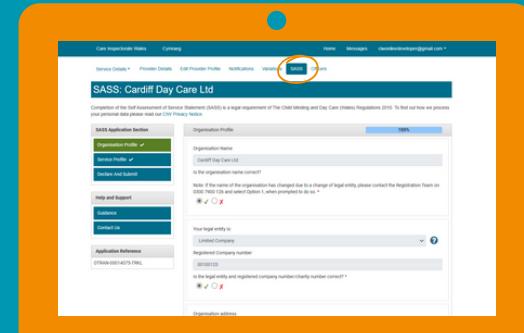
Click **sign in**

Enter your email address and password to access your online account



Step 2

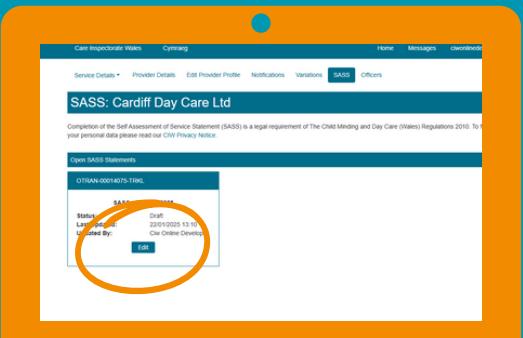
Click **SASS**



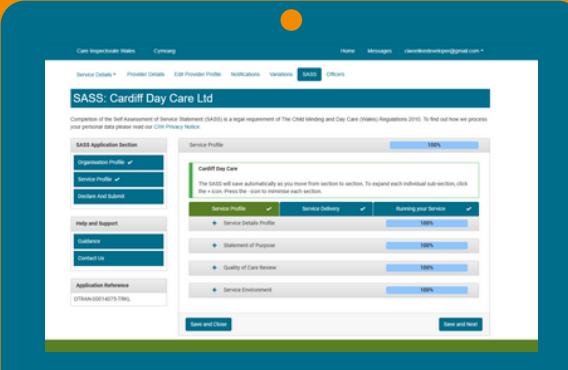
Getting started

Step 3

Click **edit** in the 'SASS 2026' box



You will now see your SASS home page



Getting to know your SASS page

SASS: Cardiff Day Care Ltd

Completion of the Self Assessment of Service Statement (SASS) is a legal requirement of The Child Minding and Day Care (Wales) Regulations 2010. To find out how we process your personal data please read our [CIW Privacy Notice](#).

SASS Application Section

- Organisation Profile ✓
- Service Profile ✓
- Declare And Submit

Help and Support

- Guidance
- Contact Us

Application Reference

OTRN-00014075-TRKL

Organisation Profile

100%

Organisation Name: Cardiff Day Care Ltd

Is the organisation name correct?

Note: If the name of the organisation has changed due to a change of legal entity, please contact the Registration Team on 0300 7900 126 and select Option 1, when prompted to do so. *

Your legal entity is: Limited Company

Registered Company number: 00100123

Is the legal entity and registered company number/charity number correct? *

Organisation address

Access help and support

Shows % of SASS completed

Click on ? if you aren't sure how to answer a question



IF YOU ARE AN INDIVIDUAL PROVIDER YOU WON'T SEE THE ORGANISATION PROFILE

Step 4

Most of this section will be pre-populated for you but please make sure the information is correct

Run through each question carefully.

Step 5

If the answer is correct click

Organisation profile

Step 6

If the answer is NOT correct click

When you click you will be prompted to update your details

Step 7

If you are happy with all the answers

Click

save section



All the services included in your SASS return will be listed here. You must complete all service information before the SASS can be submitted.

Step 8

Click **edit**
to get started

Each service is split
into three sections:

- Service profile
- Service delivery
- Running your service

Each section has a drop down list

Service profile

Step 9

Click + symbol to
view and complete
each section

When you click you will be prompted
to update your
details

Step 10

Once you are happy
with all your answers

Click
save and close

Step 11

Click

declare and submit

Step 12

You can download a PDF of your SASS before you submit it.

Just click

download copy of SASS

Declare and submit

Step 13

Ensure you are happy with the information provided in our privacy notice and you are happy to proceed

Step 14

Check the **certify** box to confirm the information you have provided is accurate

Click **submit**

Well done - your SASS is now complete

You will receive an email to confirm you have completed your SASS. Please keep the email in case you need to contact us about your SASS.

