



## Before you begin

***You must read the following information before completing and submitting this notification.***

### Your obligations

Before submitting this notification, you must ensure you are familiar with the requirements and obligations set out under the National Quality Framework for Early Childhood Education and Care (National Quality Framework) which includes the *Education and Care Services National Law\** and the *Education and Care Services National Regulations*.

If you require further information about the obligations of certified supervisors under the National Quality Framework or are unsure about the information required in this notification, it is important that you visit the website [www.acecqa.gov.au](http://www.acecqa.gov.au) or contact the relevant regulatory authority in your state or territory for clarification.

You must ensure that the information you set out in this form is complete and correct. The provision of false or misleading information to the regulatory authority or ACECQA is an offence under the *Education and Care Services National Law*. Failure to comply may result in a financial penalty.

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**\*Note:** All references to the 'Education and Care Services National Law' in this form are to be read as a reference to the 'Education and Care Services National Law Act 2010' as applied as a law of the state or territory in which you are seeking approval under this form. References to ACECQA are to the Australian Children's Education and Care Quality Authority; established under section 224 of the *Education and Care Services National Law*.

### Notification requirements and assessment

A holder of a supervisor certificate must notify the regulatory authority of any change in circumstances that affects the following:

- A requirement stated under section 108 or 109 of the *National Law*.
- The information specified in the supervisor certificate.
- A suspension or cancellation of a working with children check, working with children card or teacher registration.
- Disciplinary proceedings in relation to the certified supervisor under an education law of a participating jurisdiction.

The notification must be given within seven days after the change occurs. Failure to comply may result in a financial penalty.

### Important

- Your notification will not be processed unless all sections are satisfactorily completed and all requested supporting documents are attached, as well as any prescribed fees paid where applicable.
- Please write clearly in BLOCK LETTERS and use a black pen. Do not use correction fluid. The signatory should initial any corrections to this form.
- Notifications will be processed by the regulatory authority of the jurisdiction in which the notifier is ordinarily a resident, or intending to reside.

Office use only:	Approved	Not Approved	Date:
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*In Confidence, When Completed*



## Privacy Statement

ACECQA and the regulatory authorities are committed to ensuring that all actions taken in the administration of the National Quality Framework are in compliance with the *Information Privacy Principles of the Privacy Act 1988 (Cth)*.

ACECQA and the regulatory authorities are collecting the information on this form for the purpose of processing this notification under the National Quality Framework. The information on this form may also be provided to other authorities or to other government agencies in accordance with the *Education and Care Services National Law*.

**ACECQA, the regulatory authorities and the Australian Government may publish information about you in accordance with the *Education and Care Services National Law*.**



## Part A: To be completed by applicant

1. Please provide your full name: Title:  First name:   
Middle name:  Last name:

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2. Supervisor certificate number:

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3. Please provide your contact details: Phone number:   
Mobile number:   
Fax number:   
Email:

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4. Please provide your residential address: Address line 1:   
Address line 2:   
Suburb/Town:   
State/Territory:  Postcode:

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5. Please provide your postal address: Address line 1:   
Address line 2:   
Suburb/Town:   
State/Territory:  Postcode:



**6. Please tick relevant notification and attach the information as detailed below:**

- Suspension or cancellation of a working with children card or teacher registration
  - Copy of notification of suspension or cancellation from relevant authority (including date of effect)
  
- Disciplinary proceedings under an education law of a participating jurisdiction
  - Written details of the nature of the proceedings, including the date proceedings commenced and the authority undertaking the proceedings
  
- Change of name or mailing address
  - Evidence of name change (e.g. certified copy of Marriage Certificate or other evidence)
  - Details of new mailing address
  
- Change to fitness and propriety requirements
  - Written details of change
  
- Change to qualification, experience and management capability requirements
  - Evidence of change to qualification, experience and management capability
  
- Change to the history of the person's compliance with the matters listed in section 109 of the *National Law*
  - Written details of change




## Part B: Notifier Declaration

I, \_\_\_\_\_ (*insert full name of person signing the declaration*)  
of, \_\_\_\_\_ (*insert address*)

I declare that:

1. The information provided in this notification (including any attachments) is true, complete and correct;
2. I have read and understood and the notifier agrees to the conditions and the associated material contained in this form;
3. The notifier understands that the regulatory authority and/or ACECQA will have the right (but will not be obliged) to act in reliance upon the contents of the notification, including its attachments;
4. I have read and understood a Certified Supervisor's legal obligations under the *Education and Care Services National Law*;
5. The regulatory authority is authorised to verify any information provided in this notification;
6. Some of the information provided in this notification may be disclosed to Commonwealth for the purposes of the *Family Assistance Law* and may be disclosed to other persons/authorities where authorised by the *Education and Care Services National Law* or other legislation; and
7. I am aware that I may be subject to penalties under the *Education and Care Services National Law* if I provide false or misleading information in this form.

**Signature of person making the declaration:** \_\_\_\_\_

Signed at: \_\_\_\_\_ On the: \_\_\_\_\_



## Submitting this form

Please submit this form along with any required documentation to the relevant regulatory authority.

### Australian Capital Territory

**Submit to:**

Children's Policy and Regulation Unit  
Education and Training Directorate

GPO Box 158

CANBERRA CITY ACT 2601

Fax: (02) 6207 1128

**Enquiries to:**

E-mail: [cpru@act.gov.au](mailto:cpru@act.gov.au)

Phone: (02) 6207 1114

Website: [www.det.act.gov.au](http://www.det.act.gov.au)

### New South Wales

**Submit to:**

NSW Early Childhood Education and Care Directorate

Locked Bag 5107

PARRAMATTA NSW 2124

Fax: (02) 8633 1810

**Enquiries to:**

E-mail: [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)

Phone: 1800 619 113 (toll free)

Website: [www.det.nsw.edu.au](http://www.det.nsw.edu.au)

### Northern Territory

**Submit to:**

Quality Education and Care NT

Department of Education

GPO Box 4821

DARWIN NT 0801

Fax: (08) 8999 5677

**Enquiries to:**

E-mail: [qualityecnt.det@nt.gov.au](mailto:qualityecnt.det@nt.gov.au)

Phone: (08) 8999 3561

Website: [www.det.nt.gov.au](http://www.det.nt.gov.au)

### Queensland

**Submit to:**

Office for Early Childhood Education and Care

Department of Education, Training and Employment

PO Box 15033

CITY EAST QLD 4002

Fax: (07) 3234 0310

E-mail: [ecec@dete.qld.gov.au](mailto:ecec@dete.qld.gov.au)

**Enquiries to:**

E-mail: [ecec@dete.qld.gov.au](mailto:ecec@dete.qld.gov.au)

Phone: 1800 637 711 (toll free)

Website: [www.deta.qld.gov.au/earlychildhood](http://www.deta.qld.gov.au/earlychildhood)

### South Australia

**Submit to:**

Education and Early Childhood Services Registration and  
Standards Board of South Australia

GPO Box 1811

ADELAIDE SA 5001

Fax: (08) 8226 1815

**Enquiries to:**

E-mail: [EECSB.NationalQualityFramework@sa.gov.au](mailto:EECSB.NationalQualityFramework@sa.gov.au)

Phone: 1800 882 413 (toll free)

Website: [www.decs.sa.gov.au/childrensservices/](http://www.decs.sa.gov.au/childrensservices/)

### Tasmania

**Submit to:**

Department of Education

Education and Care Unit

GPO Box 169

HOBART TAS 7001

Fax: (03) 6233 6042

**Enquiries to:**

E-mail: [ecu.comment@education.tas.gov.au](mailto:ecu.comment@education.tas.gov.au)

Phone: 1300 135 513

Website: [www.education.tas.gov.au](http://www.education.tas.gov.au)

### Victoria

**Submit to:**

Department of Education and Early Childhood Development Quality  
Assessment and Regulation Division

GPO Box 4367

MELBOURNE VIC 3001

Fax: (03) 9651 3586

**Enquiries to:**

E-mail: [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au)

Phone: 1300 307 415

Website: [www.education.vic.gov.au/ecsmanagement/educareservices](http://www.education.vic.gov.au/ecsmanagement/educareservices)

### Western Australia

**Submit to:**

Department of Local Government and Communities

Education and Care Regulatory Unit

PO Box 6242

East Perth Business Centre

EAST PERTH WA 6892

Fax: (08) 6210 3300

**Enquiries to:**

E-mail: [ecru@dlgc.wa.gov.au](mailto:ecru@dlgc.wa.gov.au)

Phone: (08) 6210 3333 OR 1800 199 383 (toll free)

Website: [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)