



Before you begin

You must read the following information before completing and submitting this application form.

Your obligations

Before submitting this application, 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 certified supervisors under the National Quality Framework or are unsure about the information required in this application, visit the website 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.

***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. 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*.

Application requirements and assessment

An applicant for a supervisor certificate must be an individual who is 18 years or older. Applicants should pay particular attention to the requirements specified in regulation 46 of the *Education and Care Services National Regulations*.

A decision will be made on your application within 60 days of the regulatory authority receiving a valid application.

- This application has three parts:
- Part 1 – applicant details and declaration
 - Part 2 – types of evidence you can include to support your application
 - Part 3 – application checklist

Important

- Your application will not be assessed 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.
- Applications will be assessed by the regulatory authority of the jurisdiction in which the applicant is ordinarily a resident, or intending to reside.

Privacy statement

ACECQA and the regulatory authorities are committed to protecting personal information in accordance with the *Privacy Act 1988* and the Australian Privacy Principles contained in the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

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.

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



Application for supervisor certificate

(s106 of the Education and Care Services National Law Act 2010)

Part 1A: Certified supervisor name and contact details

1. Please complete the following:

Title: First name:

Middle name: Last name:

Date of birth:
DD/MM/YYYY Place of birth:

Phone (BH): Mobile:

Phone (AH): Fax:

Email:

2. Are you 18 years old or over?

Yes – Please **attach** evidence of age, such as a copy of your passport, drivers licence or proof of age card.



- Passport
- Drivers Licence
- Proof of Age Card
- Other

*Please circle the type of evidence you have **attached**.*

No – You do not meet the requirements for a certified supervisor. Do not submit your application unless you meet this requirement.



3. Are you, or have you ever been known by any other name(s)

Yes – Please **attach** evidence of change of name, such as a copy of a marriage certificate.



- Marriage Certificate
- Other

*Please circle the type of evidence you have **attached**.*

No

4. Residential address:

Address line 1:

Address line 2:

Suburb/Town:

State/Territory: Postcode:

5. Postal address:

As above:

Address line 1:

Address line 2:

Suburb/Town:

State/Territory: Postcode:



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Part 1B: Qualifications, experience and management ability

6. Do you have adequate knowledge and understanding of the provision of education and care to children?

Yes – please **attach** evidence of your knowledge and understanding:



- Resume
- Written reference
- Qualification

*Please circle the type of evidence you have **attached** to demonstrate how you meet this requirement.*

See Part 2 for types of evidence you can include for this requirement.

No – You do not meet the requirements for a certified supervisor. Do not submit your application unless you meet this requirement.



7. Do you have the ability to effectively supervise and manage an education and care service?

Yes – please **attach** evidence of your management ability:



- Resume
- Written reference
- Qualification

*Please circle the type of evidence you have **attached** to demonstrate how you meet this requirement.*

See Part 2 for types of evidence you can include for this requirement.

No – You do not meet the requirements for a certified supervisor. Do not submit your application unless you meet this requirement.



8. Do you have one of the following?

- Approved diploma qualification
- Approved early childhood teaching qualification

Yes – please **attach** evidence of your approved qualification and go to Part 1C (you do not need to complete questions 9 and 10).



See Part 2 for types of evidence you can include for this requirement.

You do not need to attach another copy of your approved qualification if you have already provided it as evidence for question 6 or question 7.

No

9. Do you have at least three years' experience (full-time or part-time) working as an educator in one or more of the following?

- An education and care service
- A children's service
- A service regulated under a former education and care services law
- A school

Yes – Please **attach** evidence of your experience as an educator and go to Part 1C (you do not need to complete question 10)



- Resume
- Written reference

Please circle the type of evidence you have attached to demonstrate how you meet this requirement.

See Part 2 for types of evidence you can include for this requirement.

You do not need to attach another copy of your resume or written reference if you have already provided this as evidence for question 6 or question 7.

No

10. Are you seeking to be a supervisor in an education and care service that primarily educates and cares for children over preschool age?

Yes

No – To be a certified supervisor at a service that primarily educates and cares for children preschool age or under, you must have an approved diploma or approved early childhood teaching qualification or at least three years' experience as an educator.

If you do not meet these requirements, only apply if you intend to be a certified supervisor at a service that primarily educates and cares for children over preschool age.



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Part 1C: Fit and proper check

11. Are you an approved provider or a person with management or control of an education and care service?

Yes – Please fill in your provider approval number and go to Part 1D
(you do not need to complete questions 12 to 15)

PR –

No – Go to Question 12

Under the National Law, a person with management or control means:

- a. If the approved provider or intended approved provider of the service is a body corporate, an officer of the body corporate within the meaning of the *Corporations Act 2001 of the Commonwealth* who is responsible for managing the delivery of the education and care service; or
- b. if the approved provider of the service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service; or
- c. if the approved provider of the service is a partnership, each partner who has the responsibility, alone or with others, for managing the delivery of the education and care service; or
- d. in any other case, a person who has the responsibility, alone or with others, for managing the delivery of the education and care service.

12. Please select from the four options below and fill in/attach the required evidence.

<input type="checkbox"/> The NSW Regulatory Authority	Please fill in your working with children check clearance number: <input type="text"/> , or attach a copy of your current working with children check or card <i>Then go to Part 1D (you do not need to complete questions 13 to 15)</i>	
<input type="checkbox"/> The Queensland Regulatory Authority	Please attach a copy of your current working with children check or card <i>Then go to Part 1D (you do not need to complete questions 13 to 15)</i>	
<input type="checkbox"/> The Tasmanian Regulatory Authority	Please attach a copy of your safety screening clearance <i>Then go to Part 1D (you do not need to complete questions 13 to 15)</i>	
<input type="checkbox"/> Any other regulatory authority	Please attach one of the following: <input type="checkbox"/> a copy of your current working with children/vulnerable people check or card <i>Then go to Part 1D (you do not need to complete questions 13 to 15)</i> <input type="checkbox"/> evidence of current teacher registration for any state or territory in Australia <i>Then go to Part 1D (you do not need to complete questions 13 to 15)</i> <input type="checkbox"/> a copy of your criminal history record check issued not more than six months before the date of this declaration <i>If you attach a criminal history record check, you must also complete questions 13 to 15</i>	



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13. Have you been convicted in Australia of any offences relevant to a person seeking to work with children in the period from the date your criminal history check was issued to the date of this declaration?

No

Yes – please provide details including the date and type of conviction:

14. Have you lived and worked outside Australia any time within the last three years?

No

Yes – please provide a statement about whether you have been convicted outside Australia of any offences relevant to working with children (write N/A if none):

15. Have you ever been subject to a formal disciplinary proceeding or action under an education law of any Australian state or territory?

No

Yes – please provide details including the date and type of action or proceeding, and the outcome:

Part 1D: Applicant declaration

I, _____ *(insert full name of person signing the declaration)*

of, _____ *(insert address)*

I declare that:

1. The information provided in this application form (including any attachments) is true, complete and correct
2. I have read and understood and the applicant agrees to the conditions and the associated material contained in this form
3. I understand 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 application form, including its attachments
4. I have read and understood my legal obligations under the *Education and Care Services National Law*
5. The regulatory authority is authorised to verify any information provided in this application
6. Some of the information provided in this application may be disclosed to the 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
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, and
8. I agree that the regulatory authority may serve a notice under the National Law using the contact details provided in this application, including the postal, street or email address or fax number (in accordance with section 293 of the National Law).

Signature of person making the declaration:

Date:



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Part 1E: Payment details

The fee required to be paid with a supervisor certificate application is \$30.

Note: The regulatory authority can waive/defer/refund fees in particular circumstances

Payment by Credit Card

To pay your fees by credit card, complete the details below.

Amount:

Card Type: Mastercard Visa

Card expiry date: / MM/YY

Card number:

Credit card CVN*

*CVN is the 3 digit security code found on the back of Mastercard and Visa credit cards

Name on card:

Cardholder's signature:

Payment by Cheque or Money Order

(Note: Payment by cheque or money order is not acceptable by the NSW Regulatory Authorities.)

Please make your cheque or money order payable to the relevant regulatory authority:

- ACT:** Education and Training Directorate
- NT:** Receiver of Territory Monies
- QLD:** Department of Education, Training and Employment
- SA:** Education and Early Childhood Services Registration and Standards Board
- TAS:** Department of Education
- VIC:** Department of Education and Training
- WA:** Department of Local Government and Communities

Submitting this form

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

The contact details for each regulatory authority are available on the ACECQA website.
Please go to www.acecqa.gov.au/contact-your-regulatory-authority



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Please note: this is not an exhaustive list. You may use other forms of evidence to demonstrate you meet these requirements. Please contact your regulatory authority for more information if you want to use other evidence.

Requirements – this evidence can be used to demonstrate				
Types of evidence	Adequate knowledge and understanding of the provision of education and care to children	Ability to effectively supervise and manage an education and care service	Experience or qualification	
			Three years' experience*	Approved diploma or ECT qualification
Resume	<ul style="list-style-type: none"> Your resume should be current and include enough information for the regulatory authority to assess you against the requirement/s. It should include details about your current employment and your employment history such as the name and type of service, dates and duration of your employment, basis of your employment (full-time or part-time) and your role and duties at the service. If you don't have experience managing an education and care service, you may be able to demonstrate your management ability with information about your areas of responsibility at an education and care service or in other types of children's services or sectors. 			
	✓	✓	✓	✗
Written reference from an employer	<ul style="list-style-type: none"> A written reference from an employer should describe your skills and experience so the regulatory authority can assess whether you meet the requirement/s. It should also include details about your employment such as the name and type of service, dates and duration of your employment, basis of your employment (full-time or part-time), your position at the service and a description of your duties. <p><i>The WA Regulatory Authority will only review a reference when requested on a case by case basis</i></p>			
	✓	✓	✓	✗
Completion of an education and care qualification	<ul style="list-style-type: none"> Evidence of completion of an approved education and care qualification includes copies of your transcripts or parchments. You can include evidence of completion of an education and care qualification, including approved or non-approved qualifications of any level, as evidence of your knowledge and understanding. You can include evidence of completion of units of study or professional development that are relevant to supervising or managing an education and care service as evidence of your management ability. For example, courses or units that relate to staff management or managing an education and care service in accordance with the Education and Care Services National Regulations. 			
	✓	✓	✗	✓ <i>Approved diploma or ECT qualifications only</i>

*Three years' experience as an educator can be full-time or part-time. It may be gained over one consecutive period or made up from several periods of employment over a longer period.

For the purposes of this requirement, an 'educator' means an individual who provides education and care to children as part of an education and care service, a children's service, a school, or a service formerly regulated under an education and care services law. It does not include the provision of unregulated care (such as a nanny, babysitting, etc) or experience overseas.



Part	Question		✓
1A	1-5	Fill in your personal details and attach evidence that you are 18 years old or older.	<input type="checkbox"/>
1B	6-10	Make sure you have attached evidence to demonstrate you meet the requirements for a supervisor certificate:	
		1) you have adequate knowledge and understanding of the provision of education and care to children, and	<input type="checkbox"/>
		2) you have the ability to effectively manage and supervise an education and care service, and	<input type="checkbox"/>
		3) you have an approved diploma level or ECT qualification or three years' experience as an educator (unless you are applying for a supervisor certificate with a condition that you are only the nominated supervisor, or placed in day to day charge, of a service that primarily educates and cares for children over preschool age).	<input type="checkbox"/>
		<i>See Part 2 for information about the types of evidence you can provide to demonstrate how you meet the requirements for a supervisor certificate</i>	
1C	11	Fill in your provider approval number if you are an approved provider or a person with management or control	<input type="checkbox"/>
	12	If you are applying to the NSW Regulatory Authority, fill in your working with children check clearance number or attach a copy of your current working with children check	<input type="checkbox"/>
	13	If you are applying to the Queensland Regulatory Authority, attach a copy of your current working with children check/card	<input type="checkbox"/>
		If you are applying to the Tasmanian Regulatory Authority, attach a copy of your safety screening clearance	<input type="checkbox"/>
	14	If you are not applying to the NSW, Queensland or Tasmanian Regulatory Authority, attach one of the following: <ul style="list-style-type: none"> a copy of your current working with children check or card a copy of your current working with vulnerable people card evidence of current teacher registration in any state or territory in Australia a copy of a criminal history record check issued not more than six months ago 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15-17	If you attached a copy of your criminal history record check, provide: <ul style="list-style-type: none"> a criminal history statement, and an overseas criminal history statement, if relevant, and a disciplinary proceedings statement 	<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
1D		Fill in the applicant declaration including your name, address, signature and date	<input type="checkbox"/>
1E		Fill in the payment details if paying by credit card, or attach a cheque or money order	<input type="checkbox"/>