



## Before you begin

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

### Your obligations

Before submitting this request, 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 request, 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*.

### Request requirements and assessment

Under section 114, the regulatory authority may grant a supervisor certificate to the prescribed classes of person. A supervisor certificate granted under this section is subject to the conditions in section 115.

The prescribed classes of persons for grant of supervisor certificate are:

- a. A principal of a school that provides an education and care services at the site of the school.
- b. A person in charge of a campus of a school that provides an education and care service at that campus.
- c. A teacher of an off-site Government pre-school (within the meaning of *Education Act 2004 of the Australian Capital Territory*).
- d. A director of a pre-school education program (within the meaning of the *Education Act 1972 of South Australia*) provided by either a Government school or a registered non-Government school (both within the meaning of that Act).
- e. A director of a pre-school education program provided in a children's services centre registered under the *Children's Services Act 1985 of South Australia*.
- f. A registered teacher delivering a pre-preparatory learning program under an education law of Queensland.
- g. A registered teacher (within the meaning of the *Teachers Registration Act 2000 of Tasmania*) providing a pre-school program at a school established or registered under the *Education Act 1994 of Tasmania*.
- h. A teacher registered under the *Western Australian College of Teaching Act 2004* providing education and care to children in their pre-compulsory education period (within the meaning of the *School Education Act 1999 of Western Australia*) in a school or community kindergarten established or registered under that 1999 Act.

<b>Office use only:</b>	<b>Approved</b>	<b>Not Approved</b>	<b>Date:</b>
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*In Confidence, When Completed*



A supervisor certificate granted under s114 will apply to the person who holds the position described in the prescribed class (e.g. Principal of a school that provides pre-school service).

### Important

- Your request will not be considered 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.
- Requests will be considered 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 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 assessing this request 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: Details of Applicant

1. **Name and contact details for this request:**  
*Note: this will be the person whom the Regulatory Authority will contact for questions relating to this request*

Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>	Mobile number:	<input type="text"/>
Phone number:	<input type="text"/>	Fax number:	<input type="text"/>
Email:	<input type="text"/>		

## Part B: Details of the Provider

2. **Provider name (individual):**

Title:	<input type="text"/>	First name:	<input type="text"/>
Middle name:	<input type="text"/>	Last name:	<input type="text"/>

3. **Provider name (non-individual):**

Legal entity name:	<input type="text"/>
Business trading name:	<input type="text"/>

4. **Provider Approval number:**

5. **ABN:**

## Part C: Details of the Service

6. **Name of the approved education and care service:**

7. **Please specify the name of the school that provides the education and care service (if relevant):**



## Part C: Details of the Service - continued

8. Please provide the address of the service:

**Service Address:**

Address line 1:

Address line 2:

Suburb/Town:

State/Territory:  Postcode:

**Service Postal Address:**

As above

Address line 1:

Address line 2:

Suburb/Town:

State/Territory:  Postcode:

9. Please select the prescribed class of person for the grant of the Supervisor Certificate:

- A principal of a school that provides an education and care services at the site of the school.
- A person in charge of a campus of a school that provides an education and care service at that campus.
- A teacher of an off-site Government pre-school (within the meaning of *Education Act 2004 of the Australian Capital Territory*).
- A director of a pre-school education program (within the meaning of the *Education Act 1972 of South Australia*) provided by either a Government school or a registered non-Government school (both within the meaning of that Act).
- A director of a pre-school education program provided in a children's services centre registered under the *Children's Services Act 1985 of South Australia*.
- A registered teacher delivering a pre-preparatory learning program under an education law of Queensland.
- A registered teacher (within the meaning of the *Teachers Registration Act 2000 of Tasmania*) providing a pre-school program at a school established or registered under the *Education Act 1994 of Tasmania*.
- A teacher registered under the *Western Australian College of Teaching Act 2004* providing education and care to children in their pre-compulsory education period (within the meaning of the *School Education Act 1999 of Western Australia*) in a school or community kindergarten established or registered under that 1999 Act.



## Part D: Applicant Declaration

I, \_\_\_\_\_ *(insert full name of person signing the declaration)*  
 of, \_\_\_\_\_ *(insert address)*  
 am \_\_\_\_\_ *[Insert position/title of applicant (for example, proprietor, director, partner, president)]*  
 and I am authorised to make this declaration on the applicant's behalf.

I declare that:

1. The information provided in this request 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. The applicant 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 request form, 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 request;
6. Some of the information provided in this request 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: \_\_\_\_\_

.....  
**Second applicant (if applicable)**

I, \_\_\_\_\_ *(insert full name of person signing the declaration)*  
 of, \_\_\_\_\_ *(insert address)*  
 am \_\_\_\_\_ *[Insert position/title of applicant (for example, proprietor, director, partner, president)]*  
 and I am authorised to make this declaration on the applicant's behalf.

I declare that:

1. The information provided in this request 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. The applicant 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 request form, 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 request;
6. Some of the information provided in this request 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: \_\_\_\_\_

**Who May Sign?**

- **Individuals:** The individual applicant.
- **Company:** Two directors of the company, or a director and company secretary, or if sole proprietor the sole director.
- **Incorporated association:** The public officer and one other member of the management committee.
- **Cooperative:** Two directors of the cooperative, or a director and one other officer of the cooperative.
- **Partnership:** A managing partner who is authorised to sign on behalf of the partnership. This signature binds all partners.
- **Corporation/Government School Council:** Signed in accordance with rules of the corporation/council.



## 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)