



# Application for supervisor certificate

## Before you begin

You must read the following information before completing and submitting this application form. This form is to be completed by a person applying for a supervisor certificate to supervise a State regulated education and care service (centre based occasional care or budget based funded service, mobile service or home based service).

### Your obligations

Before submitting this application, you must ensure you are familiar with and are aware of the requirements and obligations set out in the *Children (Education and Care Services) Supplementary Provisions Act 2011* and the *Children (Education and Care Services) Supplementary Provisions Regulation 2012*, which includes the relevant provisions of the *Children (Education and Care Services) National Law (NSW)* and the *Education and Care Services National Regulations* (the National Law Alignment Provisions).

If you require further information about the obligations of certified supervisors or are unsure about the information required in this application, it is important that you visit the website [www.dec.nsw.gov.au](http://www.dec.nsw.gov.au) or contact the Information and Enquiries team on 1800 619 113 or [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au).

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

## Application requirements and assessment

Applications will be assessed and a determination made within 60 days of the application being determined valid by the Early Childhood Education and Care Directorate.

An applicant for a supervisor certificate must be an individual of or above the age of 18 years.

### 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 using a black or blue pen, or
- click on the fields to type your information
- mark relevant boxes with an X
- do not use correction fluid.



# Application for supervisor certificate

## Privacy statement

The Department of Education and Communities is collecting the information on this form for the purpose of assessing this application. All personal details provided, except for those which must be displayed on an approval document or in the Children's Education and Care Register, will be kept confidential to the Department of Education and Communities.

## Part A: Applicant details

Please complete the following details:

### 1. Name:

Title

Click here to enter text.

First name

Click here to enter text.

Middle name

Click here to enter text.

Last name

Click here to enter text.

Date of birth  
dd/mm/yyyy

Click here to enter a date.

Town/city of  
birth

Click here to enter text.

Country of  
birth

Click here to enter text.

### 2. Contact information:

Home phone  
no.

Click here to enter text.

Mobile  
phone no.

Click here to enter text.

Daytime  
phone no.

Click here to enter text.

Fax no.

Click here to enter text.

Email

Click here to enter text.

### 3. Residential address:

Address line 1

Click here to enter text.

Address line 2

Click here to enter text.



# Application for supervisor certificate

Suburb/town

State/territory  Postcode

## 4. Postal address:

As above  Go to question 5

Address line 1

Address line 2

Suburb/town

State/territory  Postcode

## Part B: Relevant skills, qualifications, experience and management capability

### 5. Qualifications

To be granted a supervisor certificate you must have at least one of the qualifications listed in, or approved under, regulation 19 (1) (c) of the *Children (Education and Care Services) Supplementary Provisions Regulation 2004*. Please provide details of your qualifications below. To see the current list of Department of Education and Communities approved qualifications for a supervisor, click on the link or go to [www.det.nsw.edu.au](http://www.det.nsw.edu.au)

Name of qualification	Name of training institution	Length of course	Date awarded
<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter a date."/>
<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter a date."/>
<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter text."/>	<input type="text" value="Click here to enter a date."/>

If you have listed above a Diploma of Children's Services (course no. CHC 50302) not awarded by NSW TAFE, you must also have successfully completed a course in administration and service management.



# Application for supervisor certificate

Provide details of the completion of this course below (if applicable).

Name of qualification	Name of training institution	Length of course	Date awarded
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.

## 6. Child protection training

To be granted a supervisor certificate you must have successfully completed a Department of Education and Communities approved course in child protection run by a registered training organisation. Provide details of the completion of this course below. To check which child protection courses are approved by the Department of Education and Communities, click on the link or go to [www.det.nsw.edu.au](http://www.det.nsw.edu.au)

Name of qualification	Name of training institution	Length of course	Date awarded
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.

## Part C: Service details

Please complete the following details:

### 7. Service details:

Indicate the service type(s) for which you are seeking approval to be a supervisor (you can select more than one service type).

Centre based occasional

Centre based other, e.g. budget based

Mobile

## Part D: Are you an approved provider or person in management or control?

Please complete the following details if you are already an approved provider or a person in management and control of an education and care service, otherwise, go to Part E.

### 8. Approved provider or person in management and control details:

Are you an approved provider or a person with management or control of an education and care service?  Yes Please provide details below



# Application for supervisor certificate

Provider approval name

[Click here to enter text.](#)

Provider approval no.

[Click here to enter text.](#)

No

Please complete the Declaration of Fitness and Propriety

## Part E: Documents to attach to this form

Please attach the following documents:

Document	Document attached
Declaration of fitness and propriety (only complete if you are not an approved provider or a person in management or control of an education and care service)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certified copies of the applicant's qualifications	<input type="checkbox"/> Yes <input type="checkbox"/> No
Evidence of the applicant's successful completion of an administration and service management course (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Resume that demonstrates that the applicant has the required abilities to care for children and the capacity to exercise overall supervision of the provision of an education and care service	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certified copy of statement of applicant's attainment in an approved child protection course	<input type="checkbox"/> Yes <input type="checkbox"/> No
References from 2 independent referees (being individuals who are not relatives of the applicant) describing the applicant's performance in the 12 months full time or equivalent part time post qualification experience. Each reference must be signed and dated by the referee and include their contact details	<input type="checkbox"/> Yes <input type="checkbox"/> No
A completed, signed and dated Working with Children Check consent form, or a criminal history record check issued not more than 6 months before the date of this declaration	<input type="checkbox"/> Yes <input type="checkbox"/> No
Identification documents that add up to at least 100 points	<input type="checkbox"/> Yes <input type="checkbox"/> No



# Application for supervisor certificate

## Part F: Applicant declaration

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

of  (insert address)

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 I agree to, the conditions and the associated material contained in this application form.
3. I understand that the Department of Education and Communities will have the right (but will not be obliged) to act in reliance upon the contents of this application form, including its attachments.
4. I have read and understood a certified supervisor's legal obligations under the *Children (Education and Care Services) Supplementary Provisions Act 2011* and the *Children (Education and Care Services) Supplementary Provisions Regulation 2004*, which includes the National Law Alignment Provisions.
5. The Department of Education and Communities is authorised to verify any information provided in this application
6. I am aware that I may be subject to penalties under the National Law Alignment Provisions if I provide false or misleading information in this application form.

Signature of person making the declaration

Signed at

On the

**Please send your completed form and all associated documents to:**

NSW Early Childhood Education and Care Directorate  
Locked Bag 5107  
PARRAMATTA NSW 2124  
Fax: (02) 8633 1810