



## NATIONAL QUALITY FRAMEWORK CERTIFIED SUPERVISORS

### Supervisor certificates

A supervisor certificate allows a person to consent to be:

- the **Nominated Supervisor** of an Approved Service or
- a **Certified Supervisor placed in day-to-day charge** of an Approved Service in the absence of another responsible person.

A responsible person is an Approved Provider, a Nominated Supervisor or a Certified Supervisor placed in day-to-day charge of the approved service.

### Number of Certified Supervisors required

There is **no maximum number of Certified Supervisors** per service. An Approved Provider should assess how many staff may need to hold a supervisor certificate to ensure that the responsible person requirement is met.

Please refer to the *Service Approval Information Sheet*.

### Consent to being the Certified Supervisor placed in day-to-day charge

An educator with a supervisor certificate may consent to be placed in day-to-day charge of the education and care service.

The designation must be made by the Approved Provider or the Nominated Supervisor and accepted in writing by the Certified Supervisor.

A Certified Supervisor placed in day-to-day charge of an Approved Service **does not** have the same responsibilities under the National Law as the Nominated Supervisor. Please refer to the *Nominated Supervisor Information Sheet*.

### The supervisor certificate

A supervisor certificate is a personal approval and is ongoing unless suspended, cancelled or surrendered. A supervisor certificate is not attached to a particular service, which means a person will not have to reapply for a supervisor certificate if they move to another state or territory. Relief educators can apply for a supervisor certificate.

A supervisor certificate is **not** a qualification.

### Declared Certified Supervisors

Each state and territory has identified comparable existing positions to transition to a Supervisor Certificate without application. These individuals will be contacted by their Regulatory Authority and issued a supervisor certificate by mid-2012.

### Grant of supervisor certificate without application

The National Regulations allow for certain classes of people to be granted a supervisor certificate without an application. A person will be automatically be granted a supervisor certificate if they are:

- a principal of a school
- a person in charge of a campus of a school
- a specified teacher or director under state or territory law of a school providing an education and care service at the site of the school.

### Application process

The state or territory Regulatory Authority will assess applications for supervisor certificates. An applicant for a supervisor certificate must:

- apply in the jurisdiction in which they ordinarily reside
- provide the information set out in the National Regulations
- pay the application fee of \$30.

The Regulatory Authority may ask for additional information.

To be granted a supervisor certificate, the applicant must:

- be 18 years or older
- satisfy the Regulatory Authority that they are a fit and proper person to be the supervisor of a service
- meet the minimum requirements for qualifications, experience and management capability.

### Determining fitness and propriety

In determining fitness and propriety, the Regulatory Authority must take into account the applicant's:

- history of involvement in education and care services
- compliance with current and previous education and care services law, children's service law or education law
- working with children check or, in jurisdictions where this check is not applicable, the applicant's criminal history record check.

The Regulatory Authority may also have regard to any medical condition that may affect that person's capacity to be a supervisor.

Registered teachers and people who hold current working with children cards are taken to be fit and proper persons.

## Minimum requirements for qualifications, experience and management

The National Regulations set out minimum requirements for qualifications, experience and management capability needed to gain a supervisor certificate by application.

The applicant must have:

- **adequate knowledge and understanding** of the provision of education and care to children
- the ability to **effectively supervise and manage** an education and care service

AND

- have at least **one** of the following:
  - at least three years' experience working as an educator in an education and care service or children's service or school, or
  - an approved diploma-level education and care qualification, or
  - an approved early childhood teacher qualification.
- **A Supervisor Certificate may be issued to an applicant who does not meet the requirement for qualifications or length of experience. However, that person can only be the nominated supervisor of, or placed in day to day charge of, a service that primarily educates and cares for children who are over preschool age.**

## Conditions on a supervisor certificate

A supervisor certificate is subject to a condition that the Certified Supervisor must comply with the National Law. The Regulatory Authority may place additional conditions on a supervisor certificate.

## Grant of a supervisor certificate

A Regulatory Authority will determine an application within 60 days after receiving the application or any further information requested (this period may be extended by 30 days with the agreement of the applicant).

The Regulatory Authority must advise the applicant in writing of the decision and provide reasons. The decision is reviewable. If a supervisor certificate is granted, the Regulatory Authority must issue a certificate with the following information:

- the supervisor's name, **or** the prescribed class and name of the Approved Service
- the certified supervisor number
- the date of approval
- any conditions of the approval.

The Regulatory Authority will provide this information to the Australian Children's Education and Care Quality Authority for publication on the register of Certified Supervisors.

## Suspension or cancellation

A Regulatory Authority may suspend or cancel a supervisor certificate if:

- the Regulatory Authority considers that the supervisor is no longer fit and proper to fulfill this role, or
- the Certified Supervisor does not comply with a condition of their certificate or the National Law.

Before taking action to suspend or cancel a supervisor certificate, the Regulatory Authority must notify the Certified Supervisor, provide reasons for the action and allow the Certified Supervisor to respond before making a final decision. Immediate action to suspend or cancel may be taken if the Regulatory Authority is satisfied there is an immediate risk to the safety, health or wellbeing of a child or children.

## Application forms

You can obtain a supervisor certificate application form from your state or territory Regulatory Authority or the NQF online system.

**Contact your state or territory regulatory authority for further information about supervisor certificates. The contact details for regulatory authorities are available on the Australian Children's Education and Care Quality Authority's website at [www.acecqa.gov.au](http://www.acecqa.gov.au).**