**About this application form**

This form is for organisations applying to have a qualification approved by ACECQA under section 169(7) of the *Education and Care Services National Law*.

The information below will help you complete the form. Further information can be found on the ACECQA [website](https://www.acecqa.gov.au/qualifications/assessment/approval/early-childhood) and in the below documents that outline the requirements for approving early childhood education and care qualifications:

* Qualification Requirements for Early Childhood Teaching Program Assessments
* Qualification Requirements for Diploma and Certificate III Level Program Assessments

1. **Organisation details**

Please provide details of your institution here.

You must provide evidence of your institution’s registration status with bodies such as the Tertiary Education Quality and Standards Agency (TEQSA) or the Australian Skills Quality Authority (ASQA). International organisations should include details of any similar accreditation and/or quality assurance registration they hold.

**B. Contact details**

Enter the contact details for the institution’s representative here. The representative should be someone ACECQA can contact to discuss this application.

**C. Program details**

Enter the details of the program being submitted for approval.

You must provide evidence of your program’s internal approval by your institutions Academic Board such as a formal notification or an excerpt of minutes from an approval meeting.

You must also provide evidence of the programs accreditation status with bodies such as TEQSA or ASQA. This is not required from institutions that are authorised to self-accredit by TEQSA.

Applications for approval of early childhood teaching programs must also indicate whether you hold or are seeking accreditation with one of the Australasian Teacher Regulatory Authorities (ATRA).

ACECQA accepts applications that are awaiting ATRA/TEQSA accreditation, however ACECQA’s assessment outcome will be pending approval from these bodies.

**D. Payment details**

The current fee schedule can be accessed [here](https://www.acecqa.gov.au/resources/applications/indexation-of-fees).

If you have trouble using the [online payment portal](https://quickweb.westpac.com.au/OnlinePaymentServlet?cd_community=ACECQA&cd_supplier_business=ACECQA&cd_currency=AUD) please call us on 1300 422 327.

**E. Documentary evidence / Checklist**

Ensure you have attached all required information before submitting your application. Failure to include this documentation may result in a delay in processing your application.

The cover letter is expected to provide an overview of your program and how it meets each of the qualification assessment requirements.

**F. ACECQA Privacy Notice**

Please review ACECQA’s privacy statement.

**G. Declaration and consent**

Please review the declaration and relevant qualification requirements documentation before signing your declaration.

**H. Submission**

Instructions for submitting your application are available here.

ACECQA prefers electronic submissions. If your institute chooses to submit a hardcopy application, please ensure that an electronic copy is also supplied (e.g. USB or email). ACECQA has a secure document sharing platform, please call us if you would like to use this platform to submit your application.

A. Organisation Details

Name of institution

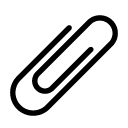
Institution address

CITY STATE

COUNTRY

Your institution is:  Registered with TEQSA  Registered with ASQA

Other (please specify)



***Please attach evidence of your registration status.***

B. Contact Details

Title (Mr, Mrs, Ms, Miss)

Name

Position

( )

Phone

Email

C. Program Details

Title of award

Course code

Faculty/School

YEARS FULL TIME

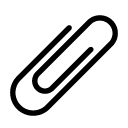
Standard course length

MONTH YEAR

/

Commencement date

Delivery mode



***Please attach evidence of your internal university approval of this program.***

This program is:  New  Previously approved by ACECQA

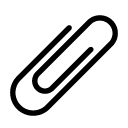
Type of application:  Early Childhood Teacher   
  Diploma Level Educator   
  Certificate III Level Educator

Is this program ATRA/ASQA accredited? Yes No

Pending accreditation

MONTH YEAR

/

***Please attach evidence of your ATRA / ASQA / TEQSA accreditation of this program. If the program is currently pending accreditation, please provide advice on when you expect an outcome.***

DAYS

Total duration of supervised placement: This includes:

DAYS

with children aged birth to under three years

DAYS

with children aged three to five years (before formal schooling)

DAYS

with children aged six to eight years, and

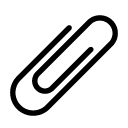
DAYS

with children aged eight years and over.

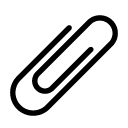
D. Payment details

The [current fee](https://www.acecqa.gov.au/resources/applications/indexation-of-fees) schedule can be accessed on our website. The fee is in Australian dollars.

Please pay online at: [www.acecqa.gov.au/payonline](http://www.acecqa.gov.au/payonline)

 Receipt number **:**

***ACECCQA is unable to process your application without evidence of payment.***

  
  
E. Documentary evidence / Application checklist

***Please ensure the following documents are provided with your application:***

Cover letter addressing the ACECQA Qualification Requirements

ACECQA’s Curriculum specification mapping document (See Attachment A)

Evidence of TEQSA or ASQA Registration (or other overseas authority that registers training organisations)

Evidence of program accreditation (TEQSA/ASQA or other overseas authority responsible for accrediting qualifications in that country)

Evidence of accreditation from the relevant state or territory Teacher Regulatory Authority (if applicable)

Evidence of internal approval of the program (e.g. Institution’s Academic Board)

Course outline and relevant unit/subject outlines

Course handbooks

Resources and references

Assessment documents

Information on entry requirements (including English language proficiency, advanced standing and approved student pathways)

Background and experience of key staff involved with course development and delivery

Evidence of evaluation (for re-approval of an ECT program approval)   
 **(For applications received from 1 July 2020)**

Any additional material to support your application. This may include assessment requirements, professional experience handbooks and relevant policy documentation.

F. ACECQA Privacy Notice

ACECQA will use the information you have provided to make an assessment of the qualification, under section 169(7) of the Education and Care Services National Law Act 2010, for approval to be published on the Australian Children’s Education and Care Quality Authority’s (ACECQA) website. Information will be held in line with responsibilities under section 273 (Duty of confidentiality) of the Education and Care Services National Law Act 2010. ACECQA may need to disclose particular information about an application to some third parties to finalise a recommendation. An organisation will be contacted to discuss this process where the matter relates to specific content of a program.

G. Declaration and consent

I, (name) declare that:

* the information contained in this Application Form and supporting documents is true and correct
* I have read and understood all the information contained in the relevant Qualification Requirements for Program Assessments document
* I understand that if additional supporting documents are requested and they are not provided by the specified date, this application may be rejected and the organisation will not be entitled to a refund
* I understand if false or misleading information is submitted, ACECQA will decline to assess my organisation’s application
* I undertake to inform ACECQA of any changes to my organisation’s circumstances while my application is being considered
* I authorise ACECQA to make enquiries necessary to assist in the completion of the enclosed qualification approval application for the purpose of verifying details

Signature

DAY MONTH YEAR

/ /

Date

H. Submission

Please ensure that all sections of the application form are complete and all your supporting documents are attached.

If your application is incomplete this may result in a delay processing your application.

The completed application form and supporting documents can be sent to: [apply@acecqa.gov.au](mailto:apply@acecqa.gov.au).

Please call ACECQA on 1300 422 327 if you have trouble submitting your application or would like to use our secure document sharing platform to submit your application.

Curriculum Specification: Early Childhood Teaching Qualification

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Subject 1 Title** | **Subject 2 Title** | **Subject 3 Title** |  |  |  |  |  |  |
| **Psychology and child development** |  |  |  |  |  |  |  |  |  |
| learning, development and care | X |  |  |  |  |  |  |  |  |
| language development |  | X |  |  |  |  |  |  |  |
| social and emotional development |  |  |  |  |  |  |  |  |  |
| child health, wellbeing and safety | X |  |  |  |  |  |  |  |  |
| early intervention |  |  |  |  |  |  |  |  |  |
| diversity, difference and inclusivity |  | X |  |  |  |  |  |  |  |
| learners with special needs |  |  |  |  |  |  |  |  |  |
| transitions and continuity of learning (including transition to school). | X |  |  |  |  |  |  |  |  |
| **Teaching pedagogies** |  |  |  |  |  |  |  |  |  |
| alternative pedagogies and curriculum approaches |  |  |  |  |  |  |  |  |  |
| play based pedagogies |  |  |  |  |  |  |  |  |  |
| guiding behaviour / engaging young learners |  |  |  |  |  |  |  |  |  |
| teaching methods and strategies |  | X | X |  |  |  |  |  |  |
| children with diverse needs and backgrounds |  | X |  |  |  |  |  |  |  |
| working with children who speak languages other than, or in addition to, English |  | X |  |  |  |  |  |  |  |
| contemporary society and pedagogy. |  |  |  |  |  |  |  |  |  |
| **Early childhood professional practice** |  |  |  |  |  |  |  |  |  |
| leadership |  |  |  |  |  |  |  |  |  |
| management and administration |  |  |  |  |  |  |  |  |  |
| professional identity and development |  |  |  |  |  |  |  |  |  |
| advocacy |  |  |  |  |  |  |  |  |  |
| research. |  |  |  |  |  |  |  |  |  |
| **History and philosophy of early childhood** |  |  |  |  |  |  |  |  |  |
| historical and comparative perspectives |  |  |  |  |  |  |  |  |  |
| contemporary theories and practice |  |  |  |  |  |  |  |  |  |
| ethics and professional practice |  |  |  |  |  |  |  |  |  |
| **Family and community contexts** |  |  |  |  |  |  |  |  |  |
| developing family and community partnerships |  |  |  |  |  |  |  |  |  |
| multicultural education |  |  |  |  |  |  |  |  |  |
| Aboriginal and Torres Strait Islander perspectives |  |  |  |  |  |  |  |  |  |
| socially inclusive practice |  |  |  |  |  |  |  |  |  |
| culture, diversity and inclusion. |  | X |  |  |  |  |  |  |  |
| **Education and curriculum studies** |  |  |  |  |  |  |  |  |  |
| Early Years Learning Framework |  | X | X |  |  |  |  |  |  |
| the Australian curriculum |  |  |  |  |  |  |  |  |  |
| numeracy, science and technology |  |  | X |  |  |  |  |  |  |
| language and literacy |  | X |  |  |  |  |  |  |  |
| English as an additional language |  | X |  |  |  |  |  |  |  |
| social and environmental education |  |  |  |  |  |  |  |  |  |
| creative arts and music |  |  |  |  |  |  |  |  |  |
| physical and health education |  |  |  |  |  |  |  |  |  |
| curriculum planning, programming and evaluation. |  | X | X |  |  |  |  |  |  |

Curriculum Specification: Diploma level education and care qualification

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Subject 1 Title** | **Subject 2 Title** | **Subject 3 Title** |  |  |  |  |  |  |
| **Child development and care** |  |  |  |  |  |  |  |  |  |
| Provide care for babies and toddlers | X |  |  |  |  |  |  |  |  |
| Provide care for children |  | X |  |  |  |  |  |  |  |
| Develop positive and respectful relationships with children | X | X |  |  |  |  |  |  |  |
| Establish and maintain a safe and healthy environment for children |  |  |  |  |  |  |  |  |  |
| Ensure the health and safety of children | X | X |  |  |  |  |  |  |  |
| Promote and provide healthy food and drinks |  |  |  |  |  |  |  |  |  |
| Establish and implement plans for developing cooperative behavior |  |  |  |  |  |  |  |  |  |
| Implement strategies for the inclusion of all children |  |  |  |  |  |  |  |  |  |
| Foster the holistic development and wellbeing of the child in early childhood |  |  |  |  |  |  |  |  |  |
| **Curriculum studies** |  |  |  |  |  |  |  |  |  |
| Use an approved learning framework to guide practice | X | X | X |  |  |  |  |  |  |
| Design and implement the curriculum to foster children’s learning and development |  |  |  |  |  |  |  |  |  |
| Analyse information to inform learning |  |  |  |  |  |  |  |  |  |
| Nurture creativity in children |  |  |  |  |  |  |  |  |  |
| Embed sustainable practices in service operations |  |  | X |  |  |  |  |  |  |
| **Family and community contexts** |  |  |  |  |  |  |  |  |  |
| Work effectively with Aboriginal and/or Torres Strait Islander people |  |  |  |  |  |  |  |  |  |
| Work in partnership with families to provide appropriate education and care for children |  |  |  |  |  |  |  |  |  |
| Develop cultural competence |  |  |  |  |  |  |  |  |  |
| **Early childhood professional practice** |  |  |  |  |  |  |  |  |  |
| Promote children’s agency | X | X |  |  |  |  |  |  |  |
| Identify and respond to children and young people at risk | X | X |  |  |  |  |  |  |  |
| Provide an emergency first aid response in an education and care setting |  |  |  |  |  |  |  |  |  |
| Work within a relevant legal and ethical framework |  |  | X |  |  |  |  |  |  |
| Maintain work health and safety |  |  |  |  |  |  |  |  |  |
| Facilitate compliance in an education and care service |  |  | X |  |  |  |  |  |  |

Curriculum Specification: Certificate III level education and care qualification

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Subject 1 Title** | **Subject 2 Title** | **Subject 3 Title** |  |  |  |  |  |  |
| **Child development and care** |  |  |  |  |  |  |  |  |  |
| Provide care for babies and toddlers | X |  |  |  |  |  |  |  |  |
| Provide care for children |  |  |  |  |  |  |  |  |  |
| Promote and provide healthy food and drinks |  |  |  |  |  |  |  |  |  |
| Ensure the health and safety of children | X |  |  |  |  |  |  |  |  |
| Support the holistic development of children in early childhood |  |  |  |  |  |  |  |  |  |
| **Curriculum studies** |  |  |  |  |  |  |  |  |  |
| Use an approved learning framework to guide practice |  | X |  |  |  |  |  |  |  |
| Provide experiences to support children’s play and learning |  | X |  |  |  |  |  |  |  |
| Use information about children to inform practice |  | X |  |  |  |  |  |  |  |
| **Family and community contexts** |  |  |  |  |  |  |  |  |  |
| Work effectively with Aboriginal and/or Torres Strait Islander people |  |  | X |  |  |  |  |  |  |
| Develop cultural competence |  |  | X |  |  |  |  |  |  |
| **Early childhood professional practice** |  |  |  |  |  |  |  |  |  |
| Identify and respond to children and young people at risk | X |  |  |  |  |  |  |  |  |
| Provide an emergency first aid response in an education and care setting |  |  |  |  |  |  |  |  |  |
| Develop positive and respectful relationships with children |  |  |  |  |  |  |  |  |  |
| Work within a legal and ethical framework |  |  |  |  |  |  |  |  |  |
| Participate in work health and safety |  |  |  |  |  |  |  |  |  |