**About this application form**

This form is for organisations applying to have a first aid training course approved by ACECQA. ACECQA determines the qualifications required to be held by educators working in early childhood education and care services (section 225(1)(p) *Education and Care Services National Law*, regulations 137 and 138 Education and Care Services National Regulations).

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 ACECQA [guidelines for approval of first aid, emergency asthma management or anaphylaxis management training](https://www.acecqa.gov.au/sites/default/files/2022-02/Requirements%20first%20aid%20asthma%20and%20anaphylaxis%20programs.pdf).

**A. Organisation details**

Please provide details of your organisation here.

**B. Contact details**

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

**C. Training details**

Enter the details of the training course being submitted for approval.

Specific evidence is required to demonstrate your training course meets the requirements for assessment.

You must provide a detailed outline of your course, including its length, delivery mode(s), and any practical assessment requirements.

You must also provide evidence of the endorsement or accreditation of your course, including:

* evidence of national endorsement or evidence of state/territory based accreditation or evidence of consultation and input by technical experts and practitioners
* evidence of consultation with the children’s education and care sector
* evidence of training quality and course evaluation.

Applications for the approval of first aid, emergency asthma management or anaphylaxis management training courses must demonstrate that they are suitable for children’s education and care services.

Your evidence must show that your training course relates to, and is appropriate for, babies, toddlers, children and adults in education and care settings.

ACECQA also requires evidence of the practical assessment of the course content relevant to the application of skills in education and care settings.

**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 / Application 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 training course and how it meets each of the assessment requirements.

**F. ACECQA Privacy Notice**

Please review ACECQA’s privacy statement.

**G. Declaration and consent**

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

**H. Submission**

Instructions for submitting your application are available here.

If your organisation is unable to submit an electronic submission, please contact us. 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

Organisation address

NUMBER

STREET

CITY STATE

COUNTRY

B. Contact Details

Title (Mr, Mrs, Ms, Miss)

Name

Position

( )

Phone

Email

C. Training Details

Course name

Unit of competency /
course code
*(if applicable)*

Duration of training

Delivery mode(s)

Assessment required:

[ ] First Aid training

[ ] Emergency asthma management training

[ ]  Anaphylaxis management training

[ ]  Emergency asthma management and anaphylaxis management training

***Please note, if you are seeking to have your emergency asthma management or anaphylaxis management training approved for first aid purposes, you will need to select the ‘First Aid training’ option.***

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 Requirements

 [ ]  Evidence of national endorsement or state/territory accreditation or consultation with

 technical experts and practitioners

 [ ]  Evidence of consultation with the children’s education and care sector

 [ ]  Evidence of training quality and course evaluation

 [ ]  Evidence of suitability for children’s education and care services

 [ ]  Evidence of practical assessment of the course content

 [ ]  Evidence of training content that specifically relates to the application of skills in

 education and care settings

 [ ]  Course outline and relevant unit/subject outlines

 [ ]  Course handbooks

 [ ]  Resources and references

 [ ]  Assessment documents

 [ ]  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 [guidelines for approval of first aid, emergency asthma management or anaphylaxis management training](https://www.acecqa.gov.au/sites/default/files/2022-02/Requirements%20first%20aid%20asthma%20and%20anaphylaxis%20programs.pdf) 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.

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.