

Employer Reference Template

This form must be completed by the applicant's employer **in their own words**. The employer should initial the bottom of each page at the identified location and complete the declaration on page 4.

Note: A separate form must be provided for each period of relevant employment to be claimed. This includes periods of employment in different roles within the same service.

1. Service details

Service name

Service Approval No. (Only required for Australian services)

Service Registration No. (Only required for international services)

Service address

State or province Postcode Country

Service Phone number

Service website

2. Applicant's Employment Details

Position title
(As per position description or employment agreement)

Is the applicant currently employed here? Yes No

Date commenced (Day/Month/Year) (in relevant occupation) Date completed (Day/Month/Year)

Employment Full time Part time Casual Voluntary

Normal working hours (Per week, as per contract) Salary (Per annum)

Do the applicant's hours vary from week to week? Yes No

Has the applicant taken extended leave during this employment? Yes No
(beyond the standard Australian annual leave allowances, meaning: 4 weeks of annual leave, 2 weeks of personal leave per year)

If yes, please provide details of any extended leave taken during the period of employment being claimed:

Does the applicant work directly with children in this role?

Yes

No

Youngest age of children
you worked with years

Oldest age of children
you worked with years

Has the applicant held any other positions whilst working at this service?

Yes

No

If yes, please provide details including previous position title and start/end dates of each position:

3. Responsibilities of the role

ACECQA's skills assessment is a desktop analysis of the applicant's skills and experience in the relevant skilled occupation. To support this assessment, we require employers to provide detailed examples of 'how' the applicant has demonstrated their skills while employed at their service.

In **section 4** below you will be asked to describe situations where you have observed the applicant perform their skills while undertaking the standard responsibilities of their role. These examples should address the expected responsibilities of the nominated occupation, outlined in ACECQA's assessment standards:

Child Care Centre Manager occupation - Expected responsibilities during employment include:

- develop and implement programs to enhance the physical, social, emotional and intellectual development of young children
- direct and supervise educators across the service providing care and supervision for young children
- establish and maintain a safe and healthy service environment for children, staff and visitors
- facilitate compliance with relevant government requirements and standards
- working in partnership with parents and families to provide appropriate education and care for children
- maintain service records, operational budgets and accounts
- recruit staff and coordinate professional development.

Child Care Worker (Group Leaders only) occupation - Expected responsibilities during employment include:

- provide education and care for babies, toddlers and children
- lead the preparation of materials and equipment to support children's learning and development
- provide experiences to support children's play and learning
- develop positive and respectful relationships with children
- ensure the health and safety of children
- support and supervise the daily routines of children
- support the inclusion of all children
- support children to develop cooperative behaviour
- guide educators in providing care and supervision for children.

4. Skills demonstrated in the role

Provide key situational examples of when you saw the applicant demonstrate the required skills and competencies of the role related to the relevant assessment standards (see **section 3** above).

Note: A list of duties will not be accepted. Please provide detailed examples.

Example

(each example you provide should address the following)

Task: Identify which task or responsibility you are addressing.

Situation: Briefly describe the situation and what skills you saw the applicant demonstrate.

Result: Briefly outline what the outcome was and how the applicant performed.

Please print additional copies of this page if you would like to include further examples of your skills in the relevant occupation.

Employer Declaration

Please tick each clause below and sign the declaration:

I, (employer name and surname)

of (name of service) declare that:

- I have prepared this reference myself and in my own words.
- The applicant (stated below) was employed for the period specified and in the role identified.
- I have provided full and accurate information about any relevant changes to the applicant's (stated below) employment, including changes to their standard hours (full time or part time) and identifying any periods of extended leave taken during the period of employment being claimed.
- I have witnessed or directly supervised the applicant conducting the specified tasks and duties in their capacity of employment, and for the duration of the period of employment being claimed.
- I understand that providing false or misleading information is an offence and all the information I have provided is true and correct.
- I understand any personal information I provide will be collected, used and disclosed in accordance with ACECQA's [privacy policy](#).

Employer signature Date Day Month Year

Employer position / role (Printed)

Applicant name (Printed)

Should we require further information about the applicant's employment experience, please provide your direct contact details:

Referee phone number

Referee email address

Please note: For privacy reasons, we strongly recommend supplying your personal or direct contact information. However, if you wish to provide a business email address we encourage you to be mindful of who may have access to any emails related to the applicant in the event that they contain private information.