

# Skills Assessment Application Guidelines



Australian Children's  
Education & Care  
Quality Authority



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## Introduction

The Australian Children's Education and Care Quality Authority (ACECQA) is an independent national authority that assists governments in administering the National Quality Framework (NQF) for children's education and care.

Under the Education and Care Services National Law ACECQA is responsible for publishing a list of approved qualifications under the NQF. Educators who hold a qualification that is not published on this list can submit an application to ACECQA to determine if their qualification is equivalent to an approved education and care qualification under the NQF. The NQF assessment is **not** for migration purposes.

ACECQA is also the approved assessing authority for the Early Childhood (Pre-Primary School) Teacher, Child Care Centre Manager and Child Care Worker (group leaders only) occupations under the Skilled Migration Program. It is ACECQA's responsibility to set the Assessment Standards and complete skills assessments for applicants applying for a skilled migration visa under these occupations. These guidelines outline the assessment process and provide guidance to applicants on how to submit a skills assessment application.

## Eligibility

You are eligible to apply for a skills assessment if your nominated occupation is listed on the [Skilled Occupations List](#) with ACECQA listed as the relevant skills assessing authority.

ACECQA is the approved Assessing Authority for the following occupations:

- Early Childhood (Pre-Primary School) Teacher (ANZSCO 241111)
- Child Care Centre Manager (ANZSCO 134111)
- Child Care Worker (group leaders only) (ANZSCO 421111).

You must check with the [Department of Home Affairs](#) that your visa pathway requires a skills assessment before submitting your application.

Your Skills Assessment is for migration purposes **only** and is a separate application process to [ACECQA's qualification assessment function under the National Quality Framework](#) (NQF).

## Fees

Type of Application	Fee
Skills Assessment Application	\$1100 (Incl. GST)
Skills Assessment Review Application	\$990 (Incl. GST)

Payment must be made when you submit your application. We are unable to process your application until payment is received. Failure to provide evidence of payment with your application may result in a delay processing your application.

Payment can be made via ACECQA's online application form. All fees are payable in Australian dollars.

Fees will not be refunded to unsuccessful applicants or if you decide to withdraw your application after assessment of your application has commenced.

## Assessment Standards

Under Sub regulation 2.26B (2) of the Migration Regulations 1994, ACECQA sets the standards against which a person's skills are assessed for the Early Childhood (Pre-Primary School) Teacher, Child Care Centre Manager and Child Care Worker (group leaders only) occupations. The Assessment Standards for these occupations are outlined below.

### Early Childhood (Pre-Primary School) Teacher Assessment Standards

<b>Qualification</b>	<p>An <a href="#">ACECQA nationally approved</a> early childhood teaching (ECT) qualification (<a href="#">or equivalent</a>).</p> <p>Note: If you do not currently hold an ACECQA nationally approved ECT (or equivalent) qualification, ACECQA will assess your qualification/s under the NQF as part of your skills assessment (dual assessment). Additional evidence may be required.</p> <p>For applicants requiring a dual assessment please refer to ACECQA's <a href="#">Guidelines for the determination of equivalent early childhood qualifications</a>.</p>
<b>English language proficiency</b> <i>Note: ACECQA will consider part-time equivalent study in an exempt country.</i>	<p>Proficiency demonstrated by one of the following:</p> <ul style="list-style-type: none"> <li>• one year of full-time tertiary or higher education level study in either: Australia, New Zealand, Ireland, Canada, the United Kingdom or the United States of America or,</li> <li>• International English Language Testing System (IELTS) test – <b>Academic version</b>: a score of seven (7.0) or more in the reading and writing components, and a score of eight (8.0) or more in the speaking and listening components, undertaken in the last three years.</li> <li>• International Second Language Proficiency Ratings (ISLPR) – <b>Teacher-focused assessment</b>: Level 4 in all four skill areas of listening, speaking, reading and writing, undertaken at an approved testing site in the last three years.</li> <li>• On a case-by-case basis, ACECQA will consider evidence of a professional reference from an employer in either: Australia, New Zealand, Ireland, Canada, the United Kingdom or the United States of America.</li> </ul> <p>Note: ACECQA reserves the right to ask an applicant to undertake the Academic version of the IELTS test if there is uncertainty about their level of English language proficiency.</p>

### Child Care Centre Manager Assessment Standards

<b>Qualification</b>	<p>An ACECQA nationally approved diploma level (or higher) education and care qualification.</p>
<b>Employment Experience</b>	<p>Evidence of <b>three years</b> full time (or part time equivalent) employment experience as a Child Care Centre Manager in a regulated early childhood education and care service.</p> <p>Expected responsibilities during employment include:</p> <ul style="list-style-type: none"> <li>• develop and implement programs to enhance the physical, social, emotional and intellectual development of young children</li> <li>• direct and supervise educators across the service providing care and supervision for young children</li> <li>• establish and maintain a safe and healthy service environment for children, staff and visitors</li> <li>• facilitate compliance with relevant government requirements and standards</li> <li>• work in partnership with parents and families to provide appropriate education and care for children</li> <li>• maintain service records, operational budgets and accounts</li> <li>• recruit staff and coordinate professional development.</li> </ul>
<b>Currency of Employment</b>	<p>The employment experience needs to have been completed after you were awarded your relevant qualification.</p> <p>To ensure currency of skills, applicants need to provide evidence of at least six months full time (or part time equivalent) experience in the past three years.</p>

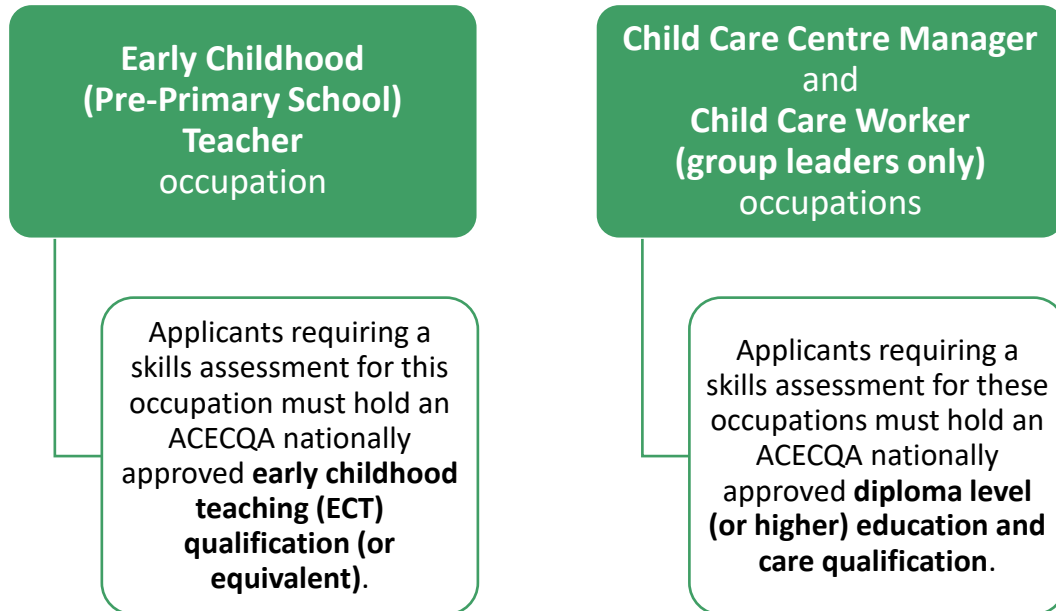


## Child Care Worker (group leaders only) Assessment Standards

<b>Qualification</b>	An ACECQA nationally approved diploma level (or higher) early childhood education and care qualification.
<b>Employment Experience</b>	<p>Evidence of <b>one year</b> full time (or part time equivalent) employment experience as a Child Care Group Leader in a regulated early childhood education and care service.</p> <p>Expected responsibilities during employment include:</p> <ul style="list-style-type: none"><li>• provide education and care for babies, toddlers and children</li><li>• lead the preparation of materials and equipment to support children's learning and development</li><li>• provide experiences to support children's play and learning</li><li>• develop positive and respectful relationships with children</li><li>• ensure the health and safety of children</li><li>• support and supervise the daily routines of children</li><li>• support the inclusion of all children</li><li>• support children to develop cooperative behaviour.</li><li>• guide educators in providing care and supervision for children.</li></ul>
<b>Currency of Employment</b>	<p>The employment experience needs to have been completed after you were awarded your relevant qualification.</p> <p>To ensure currency of skills, applicants need to provide evidence of at least six months full time (or part time equivalent) experience in the past three years.</p>

## Qualification Requirements

Depending on which skilled occupation an individual is applying for, applicants must provide evidence that they hold a suitable qualification.



There are three ways an applicant can hold an ACECQA nationally approved qualification, these are:

- hold a nationally approved qualification published on ACECQA's [NQF approved qualifications list](#)
- taken to hold an approved qualification under a former law in Australia\*
- hold a qualification that ACECQA has assessed and approved as equivalent under the NQF.

The ACECQA [qualifications checker](#) may assist you to determine whether you hold a suitable qualification.

Applicants that do not hold a suitable qualification will need to have their qualification/s assessed under the NQF. However, this will be completed as part of your skills assessment application, you **do not** need to submit a separate application or pay an additional fee.

The [qualification requirements](#) for assessments under the NQF can be found on the ACECQA website. Assessments under the NQF include a requirement for evidence of English language proficiency.

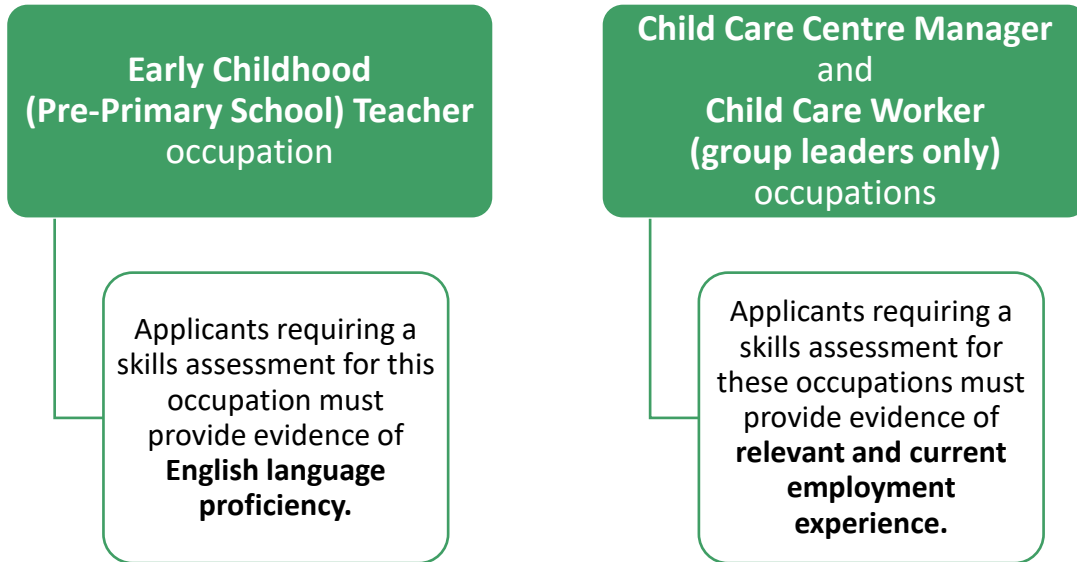
### \*Taken to hold an approved qualification

The Education and Care Services National Regulations (the National Regulations) contain transitional provisions that outline the conditions under which a person is taken to be qualified, or to hold an approved qualification under the *Education and Care Services National Law* (the National Law).

Individuals that had their qualifications assessed and approved prior to 1 January 2012 (1 August 2012 in Western Australia) and were working in a regulated education and care service are taken to hold an approved qualification under the NQF. You can use ACECQA's [qualifications checker](#) to assist you to determine whether you are taken to hold an approved qualification under the NQF. Alternatively we recommend you contact the [regulatory authority](#) in the state or territory where you received prior approval.

## Additional requirements

The assessment standards for the Child Care Centre Manager, Child Care Worker (group leaders only) and Early Childhood (Pre-Primary School) Teacher occupations also require applicants to meet specific additional requirements:



## Application Process

The online application form can be found on the ACECQA website under the [Skilled Migration](#) section of the Qualifications tab.

Applicants are required to complete the skills assessment application form, supply the required supporting evidence and provide proof of payment.

ACECQA will confirm receipt of the application within 10 business days. This email will confirm whether the application is 'Assessment Ready' or whether additional information is required to complete your assessment. Failing to submit an assessment ready application will result in delays processing your application

ACECQA is committed to completing skills assessment applications within 60 days from the receipt of an assessment ready application. You will receive notification of your assessment outcome via email. If your application is successful, you will receive a certificate by mail. Your successful skills assessment will need to be provided with your visa application to the Department of Home Affairs.

If your application is unsuccessful, you will receive reasons for the decision, the steps you could take to be successful in future and information on the review process.

Your skills assessment is valid for a three-year period. Should you require a skills assessment after this date, you will need to re-apply.

## Supporting Evidence

All documents need to be high-resolution, colour copies of the original document. If your documents are in a language other than English they will need to be translated into English. You will need to provide colour copies of both the original and translated documents.



The supporting evidence required as part of your application will depend on whether you already hold a suitable qualification or need your qualifications assessed under the NQF as part of your skills assessment and which occupation you intend to apply for.

All applicants applying for an ACECQA migration skills assessment for the **Early Childhood (Pre-Primary School) Teacher, Child Care Centre Manager, and Child Care Worker (group leaders only)** occupations must provide:

- official parchment for your qualification
- official transcript for your qualification (including all years of study)
- valid passport (identity page)
- evidence of change of name (if applicable)
- Applicant Declaration and Consent Form
- Authorised Representative Declaration and Consent Form (if applicable) (not for Migration agents)*
- Migration Agent Declaration and Consent Form (if applicable) (for Migration Agents only)*
- Australian teacher registration/accreditation (if applicable)*

**Early Childhood (Pre-Primary School) Teacher** occupation applicants must also provide:

- evidence of English language proficiency

**Child Care Centre Manager and Child Care Worker (group leaders only)** occupation applicants must also provide:

- formal employment contract and formal position description
- evidence of service registration/regulation for each period of relevant employment
- Employer Reference Template/s (for all employment being claimed in your application)
- Employment Experience Template/s (for all employment claimed in your application)

Note: Individuals who are taken to hold an approved qualification under a former law in Australia or hold a qualification that ACECQA has assessed and approved as equivalent under the NQF will need to provide evidence of this:

- Taken to hold an approved qualification
  - ACECQA has assessed and approved your qualification
- a copy of the letter approving your qualification under former law
  - evidence you were employed in an Australian regulated service immediately prior to 1 January 2012 (1 August 2012 in Western Australia)
  - a copy of the decision letter or certificate provided by ACECQA



## Require your qualifications to be assessed under the NQF

If you do not currently hold a suitable qualification you will need to submit the following evidence with your application:

### Applicants who need an assessment of their qualifications under the NQF must provide:

*certified colour copies* of their passport, parchment and academic transcripts

evidence of English language proficiency

Australian teacher registration/accreditation (if applicable)

NQF Applicant Declaration and Consent Form

### Certified documents

A certified document is a copy of an original document that has been sighted and signed by a person officially authorised to confirm that it is a true and accurate duplicate of the original document.

To [certify your documents](#) you will need to take the original documents and colour photocopies of your documents to a representative who is authorised to certify them. The authorised person will sight the originals and the photocopies to ensure they are identical. The authorised representative must declare on each photocopy that it is a true copy of the original document.

Certified documents must:

- be colour photocopies of the original document
- be certified on each page of the document
- always be made on the front of the document. Documents should never be certified on the blank page on the back of a document
- list the authorised person's name, position or registration number (if relevant), date of certification and have the stamp or seal of the authorised person (if relevant)
- be legible with all text visible on the page
- be in English.

### Who can certify documents?

If you are in Australia your documents must be certified by a person who is authorised to certify documents in the state or territory in which you are residing. Authorised persons may include, but are not limited to, a Justice of the Peace, Solicitor, Lawyer, Police Sergeant, Notary Public, Registered Health Practitioner (e.g. Doctor, Pharmacist) or a Member of an Australian Embassy or Consulate.

If you are overseas, your documents must be certified by a person who is legally able to certify documents in that country. All certifications must be completed in English.

### Translating documents

If your documents are in a language other than English you must have these documents translated. ACECQA requires a certified colour copy of both the original and translated documents.

If the documents are translated in Australia, the translator must be NAATI accredited. You can locate your nearest [NAATI accredited](#) translator on the following website: [www.naati.com.au](http://www.naati.com.au).

If your documents are being translated overseas they must be translated by a person authorised to translate documents in that country.

## English language proficiency

### Early Childhood (Pre-Primary School) Teacher occupation

To meet this requirement you will need to provide evidence of your proficiency in English. ACECQA accepts the following as evidence of proficiency:

- one year of full-time tertiary or higher education level study in either: Australia, New Zealand, Ireland, Canada, the United Kingdom or the United States of America or,
- a score of seven (7.0) or more in the reading and writing components, and a score of eight (8.0) or more in the speaking and listening components, in the Academic version of the IELTS exam, undertaken in the last three years.
- International Second Language Proficiency Ratings (ISLPR) – Teacher-focused assessment: Level 4 in all four skill areas of listening, speaking, reading and writing, undertaken at an approved testing site in the last three years.
- On a case-by-case basis, ACECQA will consider evidence of a professional reference from an employer in either: Australia, New Zealand, Ireland, Canada, the United Kingdom or the United States of America.

Please contact ACECQA on 1300 422 327 if you would like to discuss these requirements.

## Employment experience

### Child Care Centre Manager and Child Care Worker (group leaders only) occupations

You are required to submit evidence of your employment experience as part of your application. The number of years of full time employment experience required will depend on the occupation you are applying for. Please refer to the Assessment Standards to determine the number of years required as part of your application.

To meet the assessment requirements your employment experience needs to have been completed after you were awarded your ACECQA nationally approved qualification. To ensure the currency of skills, at least 6 months of full time (or part time equivalent) employment experience needs to have been completed within the past three years.

You will need to complete an [Employment Experience Template](#) for all employment experience being claimed as part of your assessment. The number of templates submitted with your application will depend on whether your employment experience was with one or multiple employers.

You will also need to have your employer complete an [Employer Reference Template](#) for all employment experience being claimed as part of your assessment. The individual completing this form on your behalf must be the direct supervisor or other individual who oversaw or witnessed you performing the duties of your role.

In addition, you will need to provide a copy of your formal employment contract and position description in the relevant occupation. These documents are typically provided to you by your employer at the commencement of your employment, are on appropriate organisation stationery and detail the conditions of your employment, standard duties and responsibilities of the role in which you are employed and role reporting structure.

You must also provide evidence to demonstrate the education and care service you were employed with was appropriately registered under a relevant regulatory framework within the country where you were employed.

If your original Employer Reference Template, employment contract or position description are written in a language other than English you must provide copies of both the original document and the translation to English.

## Review process

If you disagree with the outcome of your assessment you can request a review. The basis of your request for a review will determine whether you need to formally submit a review application and pay the associated fee.

We recommend applicants call their case officer to discuss their assessment outcome before submitting a review application. Your case officer will discuss the outcome of your assessment and advise the additional evidence required to review your application.

Reviews are assessed and approved by different ACECQA representatives to the original application.

### Inadequate consideration of evidence

If you believe evidence provided with your application has been inadequately considered as part of your assessment this will be investigated by your case officer. If it is determined that evidence has been overlooked your application will be opened for review. You will not need to submit a review application or pay the associated review application fee.

If the case officer determines that all evidence was considered as part of the original assessment you can still have your assessment reviewed, however you will need to submit a review application and pay the fee.

If it is determined that a mistake was made with your original application, ACECQA will refund the review application fee.

### Additional evidence to be provided

If you want to submit evidence that was not provided with your initial application you will need to submit a [Review Application Form](#) and pay the associated fee. Your case officer will advise what additional evidence is required to overturn the assessment outcome.

## Authorised representatives and migration agents

You may nominate an authorised representative or migration agent to prepare, submit and speak to ACECQA on your behalf. All correspondence from ACECQA will be sent to both you and your representative.

Authorised representatives will need to complete an [Authorised Representative Declaration and Consent Form](#). Migration agents will need to complete a [Migration Agent Declaration and Consent Form](#). These declarations ensure that your representative understands that providing false or misleading information is an offence and that all information they provide is true and correct to the best of their knowledge.

## Privacy

ACECQA is committed to protecting personal information in accordance with the *Privacy Act 1988*.

ACECQA will use the information you provide to make an assessment of your qualifications and employment experience for the purpose of skilled migration. If the requested information is not provided, your application may not be able to be assessed, or it may be refused. ACECQA may need to disclose personal information to some third parties, including educational institutions, to verify the information you have provided in the application. In the case of a complaint or a challenge to the decision, ACECQA may need to disclose some information to a review body, for example, an ombudsman, court or tribunal. If you have consented, we may disclose your personal information to a migration agent or other representative. Read more about ACECQA's [Privacy Policy](#). Our privacy policy contains information about how you can access and correct personal information ACECQA holds about you.

If you have concerns about how ACECQA has handled your personal information or believe there has been a breach of the Australian Privacy Principles, you can raise this with ACECQA.



**By email:**

privacy@acecqa.gov.au

**By post:**

Privacy Contact Officer

ACECQA

PO Box A292

Sydney NSW 1235

ACECQA will attempt to resolve your concerns. If you are not satisfied, you are able to complain to the [National Education and Care Services Privacy Commissioner](#).

## False or misleading information

You are responsible for ensuring the accuracy and validity of all information provided to ACECQA. Reasonable steps will be taken to verify the validity of all information and documentation provided. If ACECQA determines at a later date that information previously provided is false, misleading, non-factual or incorrect, and that in reliance on that information ACECQA has incorrectly assessed your application as successful, ACECQA may write to you to advise the assessment is no longer considered successful. ACECQA will also advise the Department of Home Affairs accordingly. ACECQA may also refer such matters to the appropriate government department or authorities for investigation.