



The Australian, state and territory Education Ministers have agreed to changes to the National Quality Framework (NQF).

EDUCATORS WHO ARE 'ACTIVELY WORKING TOWARDS' A QUALIFICATION



This fact sheet supports providers to ensure staff who are 'actively working towards' qualifications are making satisfactory progress. There are no changes to the definition of 'actively working towards'. However, requirements for family day care educators undertaking approved certificate III level (or higher) qualifications will change.

WHEN DO THE CHANGES START?

Most changes to the NQF will come into effect 1 July 2023, with some changes for FDC educators applying from 1 July 2024.

Visit www.nqfreview.com.au
Contact your [regulatory authority](#)

Educators in centre-based services must hold or be 'actively working towards' an approved qualification (certificate III, diploma or early childhood teaching (ECT)) to be counted towards qualification and ratio requirements.

There are no changes to the definition of 'actively working towards'. Educators may be 'actively working towards' if they meet the requirements set out in the table over the page.

Table 1 – Actively working towards a qualification (regulation 10)

Qualification level	Requirement for ‘actively working towards’
Certificate III	<p>An educator is ‘actively working towards’ at least an approved certificate III level qualification if they:</p> <ul style="list-style-type: none">• are enrolled in a course for an approved certificate III, diploma or early childhood teaching qualification, and• give the approved provider documentary evidence such as a transcript or letter from the course provider that they:<ul style="list-style-type: none">» have commenced the course, and» are making satisfactory progress towards completing the course, and» are meeting the requirements for maintaining the enrolment.
Diploma	<p>An educator is ‘actively working towards’ at least an approved diploma level qualification if they:</p> <ul style="list-style-type: none">• are enrolled in a course for an approved diploma level or early childhood teaching qualification, and• give the approved provider documentary evidence such as a transcript or letter from the course provider that they:<ul style="list-style-type: none">» have started the course, and» are making satisfactory progress towards completing the course, and» are meeting the requirements for maintaining the enrolment, and<ul style="list-style-type: none">» hold an approved certificate III level education and care qualification, or» have completed the percentage of total units of study required for completion of an approved early childhood teaching qualification, as determined by ACECQA*.

Taken to be an early childhood teacher (regulation 242)

Early childhood teacher	<p>An educator is ‘taken to be an early childhood teacher’ if they:</p> <ul style="list-style-type: none">• are enrolled in a course for an approved early childhood teaching qualification, and• give the approved provider documentary evidence such as a transcript or letter from the course provider that they:<ul style="list-style-type: none">» have started the course, and» are making satisfactory progress towards completing the course, and» are meeting the requirements for maintaining the enrolment, and» hold an approved diploma level educator qualification, or» have completed at least 50 per cent of the course. <p>Regulation 242 does not apply in Qld and Vic or if you are working in a centre-based service educating and caring for 30 or more children preschool age or under in NSW.</p> <p>Regulation 242 is scheduled to expire in the ACT, NSW, NT, SA, WA and Tas on 31 December 2024. Please check the legislation for the expiration date in WA.</p>
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* The percentage determined by ACECQA is ‘30 per cent or more of the total units required to complete any approved early childhood teaching qualification’.

EVIDENCE OF ACTIVELY WORKING TOWARDS

To check whether the requirements are being met, authorised officers may ask to see:

- the record of educators working directly with children (centre-based services)
- the record of staff, family day care co-ordinators and family day care educator assistants (for family day care services).

Staff records should include evidence of any relevant qualification held by staff members or evidence of staff members who are actively working towards a qualification such as a transcript or letter from the course provider.

Approved providers may discuss this with the relevant regulatory authority.

EVIDENCE OF SATISFACTORY PROGRESS

Approved providers should collect documentary evidence from educators that demonstrate progress is being made towards their qualification.

Below are examples of the type of evidence a course provider may supply an educator:

- confirmation of enrolment
- letter of offer
- academic transcript of units/modules completed
- examination results or verified and dated letter from the course provider.

The approved provider should regularly review and request updated evidence from the educator, depending on the circumstances – for example, annually or at the end of each study period (semester or trimester).

DEFERRING STUDY

An educator may defer their studies and still be considered actively working towards their qualification as long as they are maintaining the requirements listed above (table 1). The educator must be able to provide documentary evidence from the course provider, for example, a formal letter stating they are making satisfactory progress towards completing the course and meeting the requirements for maintaining enrolment.

Course providers have formal policies for granting deferrals, including grounds for deferral (for example, personal or exceptional circumstances) and timeframes (for example, typically no longer than 12 months).

ADDITIONAL CHANGES FOR FDC EDUCATORS

From 1 July 2023, new family day care (FDC) educators must hold an approved certificate III level (or higher) qualification prior to commencing their role in a FDC service and cannot be 'actively working towards' a qualification. Please check the legislation for commencement dates in Western Australia.

Existing educators currently engaged at a FDC service have until 1 July 2024 to complete an approved qualification**. If by this time, an educator does not hold an approved certificate III level (or higher) qualification, the approved provider can apply for a waiver, which the regulatory authority may consider granting if it is satisfied the provider has reasonable justification for not being able to comply.

**This does not apply in South Australia.

RESOURCES

- [The Guide to the NQF](#) – Section 4.2 Educator Qualifications
- For further information, contact your [regulatory authority](#)

Acknowledgment: The information in this publication is accurate pending the Australian, state and territory education ministers' agreement of the amended law and regulations.