# ACT education and care services

### PROVIDER APPROVAL FACTSHEET

# Information for prospective providers

Prospective providers will need to register and submit the appropriate application form using the [National Quality Agenda IT System](https://public.nqaits.acecqa.gov.au/Pages/Landing.aspx.) (NQAITS) Portal.  [Application for Provider Approval](https://www.acecqa.gov.au/sites/default/files/2019-06/PA01_ApplicationForProviderApproval_0.pdf) Form (PA01).

Each section of the form is required to be completed, if applicable, particularly the declarations which require signatures from all persons making the application.

**Fitness and propriety**

In the ACT it is a requirement that all persons with management or control of the entity must submit a declaration of fitness and propriety (PA02). This includes any and all officers (including all directors), within the meaning of the *Corporations Act 2001.* If the provider of association, each member of the executive committee of the association and if the provider is a partnership, each partner.

Each section of the form is required to be completed, if applicable, particularly Part B which requires a signature from all persons making the application.

Any Australian identity documents submitted with the application may be entered into the Document Verification Service (DVS) database. Any overseas identity documents can be verified with outside agencies as appropriate. For example; the Visa Entitlement Verification Online system (VEVO).

Working with Vulnerable People Registrations may be verified with the ACT Background Checking Unit.

Any Australian qualification documents submitted with the application may be verified with the relevant Registered Training Organisation (RTO) or with the Australian Skills Quality Authority (ASQA).

Company and business statements will be verified on the Australian Securities and Investments Commission (ASIC) website.

**Payment**

Payments must be made before application processing will begin. Payments made through Access Canberra can be confirmed with Children’s Education and Care Assurance (CECA) Business Manager. If Credit card details, cheque or money order are supplied with the application, payments will be processed by CECA.

**Assessment of application**

All paperwork submitted by the applicant will be assessed and an email will be sent confirming receipt of the application and outlining anything that is still required. Timeframes will be given for any additional documents to be submitted, usually around one month, and applications will be terminated if all required documentation is not received within three months.

Once all required documentation has been received an email will be sent to the applicant/s requiring attendance at an interview and written test. This appointment is an important part of the assessment process and provides the Regulatory Authority with information about the applicant’s knowledge and understanding of the National Quality Framework and ability to operate an education and care service.

Non-attendance at this appointment will result in refusal of the application.

Attendance at the appointment triggers validation of a complete application in the NQAITS portal and determines the date a decision is due to the *applicant. Under the National Law the Regulatory Authority must make a* decision within 60 days.

**Interview**

Each person with management or control of the entity must attend an interview. The interview runs for approximately 45 minutes and applicants are able to bring a support person, but this person must not answer questions on their behalf.

Original proof of identity documents will be sighted and copied if required at the interview.

During the interview applicants will be asked to demonstrate skills and knowledge of education and care, any previous history of operating an education and care service and understanding of the responsibilities of a provider under the *Education and Care Services National Law (ACT) Act 2011* (National Law).

**Written test**

The written test takes approximately 1 hour and includes multiple choice questions and scenario-based questions relating to the provision of education and care and the responsibilities of the Approved Provider.

Each applicant is required to sit the written test and support persons are not able to assist applicants.

Each applicant will be provided with a copy of the National Law and National Regulations to refer to during the written test. Applicants are not permitted to bring any written notes or other documents to the interview.

Mobile devices are not to be used by the applicant during the test. The scenarios contain four questions. Each question is worth a possible 5 marks for a fully correct answer. Applicants must achieve a score of at least 80% in this component of the assessment.

The multiple-choice questions are worth 1 mark each, or half a mark for partially correct answers. Applicants must achieve a score of at least 80% in this component.

If applicants achieve a score of between 70% and 80% across both components of the test the assessor **may** grant the provider approval with a caveat that the applicant must further develop their knowledge and understanding of the National Quality Framework and sit another written test at the service approval level.

**Assessing suitability**

Applicants must be found suitable in their application, the interview and the written test.

To be found suitable the following must be completed:

* The written application must be complete, including signed declaration pages; Demonstrated suitability to operate an education and care service across all areas of the interview;
* Achievement of a score of at least 80% in the scenario component of the assessment; and
* Achievement of at least 80% in the multiple-choice component of the assessment.
* The Regulatory Authority must be satisfied that all applicants are fit and proper persons to be involved in the provision of education and care services, in accordance with sections 12-15 of the *Education and Care National Law Act 2010*.

**Notification of decision**

The applicant will be notified in writing no later than the decision due date, including information about application for review of the decision (if applicable).

**Contact**

Children’s Education and Care Assurance (CECA) is the ACT Regulatory Authority who administers the legislation covering approved education and care services and licensed childcare services in the ACT. This includes the approvals of education and care services as part of the *Education and Care Services National Law and Regulations.*  For more information please contact CECA on (02) 6 6207 1114 or email [CECA@act.gov.au](mailto:CECA@act.gov.au).