# ACT education and care services

### SERVICE APPROVAL FACTSHEET

# Information for approved providers

An approved provider will need to submit the appropriate application forms using the [National Quality Agenda IT System](https://public.nqaits.acecqa.gov.au/Pages/Landing.aspx) (NQAITS) Portal. Application for Service Approval (SA01 or SA02).

Each section of the form is required to be completed, if applicable, particularly the declarations which requires a signature from the provider. All relevant information as detailed in *National Regulations* 24 to 26 must be submitted, including policies and procedures and building premises *information*.

**Nominated supervisor**

The proposed nominated supervisor must complete the [Nominated Supervisor Consent Form (NS01)](https://www.acecqa.gov.au/sites/default/files/2018-09/NS01_NominatedSupervisorConsentForm.pdf.)

Each section of the form is required to be completed, particularly the Nominated Supervisor Declaration which requires signatory consent to be the nominated supervisor for the proposed service.

The nomination must be accompanied by a statement outlining the applicant’s ability to adequately supervise and manage an education and care service, and must also include copies of the person’s qualifications, WWVP card, identity documents and current CV.

Any Australian identity documents submitted with the application may be entered into the Document Verification Service (DVS) data base. Any overseas identity documents can be verified with outside agencies as appropriate.

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).

**Payment**

Payment 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 additional documents to be submitted, usually around one month. Applications will be terminated if all required documentation is not received within three months.

Once all required documentation has been received the Regulatory Authority will determine whether the approved provider has provided sufficient evidence to determine the application under section 47 of the *Education and Care Services National Law 2010 (National Law)*. If further evidence is required, an email will be sent to the applicant requiring attendance at an interview and written test. Depending on the suitability determination made at the provider approval stage, an interview and written test may not be required.

This appointment (if required) 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 decide on the application within 90 days.

**Interview**

The interview (if required) runs for approximately 45 minutes. Any or all persons with management or control of the entity may be required to attend. Applicants can bring a support person, but this person cannot answer questions on the applicant’s 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).*

Applicants will also be asked about the nominated supervisor for the service, staffing arrangements, the physical environment, enrolments and governance of the proposed service.

**Written test (if required)**

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

Applicants required to sit the written test are not able to have a support person for assistance.

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

Mobile devices are not to be used by the applicants 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.

Applicants must achieve a score of 80% across both components of the test. If any applicant/s score below 80% the application is refused. Advice may be given to the applicant/s about reapplying, suggesting at least six months to improve knowledge and understanding of the National Quality Framework.

**Assessing suitability**

Applicants must be found fit and proper persons to operate an education and care services. All applicants must demonstrate suitability in their application, the interview and the written test (if required).

To be found suitable the following must be completed:

* The written application must be complete, including signed declaration pages. Check that all required attachments are included;
* Authorised officers must agree that the applicant has demonstrated a suitability to operate an education and care service across all areas of the interview;

If a written test is undertaken:

* Applicant/s must achieve a score of at least 80% in the scenario component of the assessment; and
* Applicant/s must achieve at least 80% in the multiple choice in the multiple-choice component of the assessment.

In determining the application, the Regulatory Authority must consider the provisions of section 47 *Education and Care National Law Act 2010*.

The Regulatory Authority may cap the number of approved places or place additional conditions on the service approval in consideration of the number and qualifications of staff engaged and the physical environment of the service.

**Notification of decision**

The applicant/s 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).