



Before you begin

You must read the following information before completing and submitting this application form.

Your obligations

Before submitting this application, you must ensure you are familiar with the requirements and obligations set out under the National Quality Framework for Early Childhood Education and Care (National Quality Framework) which includes the *Education and Care Services National Law** and the *Education and Care Services National Regulations*.

If you need more information or are unsure about the information required in this application, you should visit the website www.acecqa.gov.au or contact enquiries@acecqa.gov.au.

You must ensure that the information you provide in this form and in your application submission is complete and correct. The provision of false or misleading information to the regulatory authority or ACECQA is an offence under the *Education and Care Services National Law*. Failure to comply may result in a financial penalty. ACECQA will also notify the relevant law enforcement agency where it has reason to believe that false or misleading information is provided.

Privacy statement

ACECQA is committed to ensuring that all actions taken in the administration of the National Quality Framework are in compliance with Australian Privacy Principles in the *Privacy Act 1988* (Cth).

ACECQA is collecting the information on this form for the purpose of assessing this application under the National Quality Framework. The information on this form may also be provided to other authorities or to other government agencies in accordance with the *Education and Care Services National Law*.

ACECQA, the regulatory authority and the Australian Government may publish information about you in accordance with the *Education and Care Services National Law*.

**Note: All references to the 'Education and Care Services National Law' in this form are to be read as a reference to the 'Education and Care Services National Law Act 2010' as applied as a law of the state or territory in which you are seeking approval under this form. References to ACECQA are to the Australian Children's Education and Care Quality Authority; established under section 224 of the Education and Care Services National Law.*

Application requirements and assessment

An approved provider may apply to ACECQA for a further review (second tier review) of the rating levels determined for an approved service. An application for second tier review must be made within 14 calendar days after the decision of the regulatory authority's internal review is received by the approved provider. A ratings review panel will be established to conduct the review.

An application for second tier review can only be made on the grounds that the regulatory authority:

- a) did not appropriately apply the prescribed processes for determining a rating level, or
- b) failed to take into account or give sufficient weight to special circumstances or facts existing at the time of the rating assessment.

ACECQA will acknowledge receipt of the application by email within five working days. The ratings review panel will make a decision to confirm or amend the rating level(s) within 60 days after the application for review is made. This period may be extended due to special circumstances or by agreement with the approved provider. The ratings review panel will provide the approved provider and the regulatory authority written notice of its decision within 14 calendar days of the decision being made.

Important

- Your application will not be assessed unless it is determined valid i.e. application is made within the 14 calendar day timeframe, all sections are satisfactorily completed and all prescribed fees are paid (see page 4 for schedule of fees).



A. Education and Care Service details

1. Service details	Service name:	<input type="text"/>
	Service approval number:	<input type="text"/>
	Approved provider name:	<input type="text"/>
	Provider approval number:	<input type="text"/>
2. Contact details	Address line 1:	<input type="text"/>
	Address line 2:	<input type="text"/>
	Suburb/Town:	<input type="text"/>
	State/Territory:	<input type="text"/>
	Postcode:	<input type="text"/>

B. Contact for review application

3. Personal details	Title (Mr/Mrs/Ms/Miss):	<input type="text"/>	Position title:	<input type="text"/>
	Given name:	<input type="text"/>		
	Family name:	<input type="text"/>		
4. Contact details	Email address:	<input type="text"/>		
	Phone number:	<input type="text"/>		
	Fax number:	<input type="text"/>		

C. Review details

5. First tier review	Date decision received:	<table border="1"><tr><td>DAY</td><td>MONTH</td><td>YEAR</td></tr><tr><td>/</td><td>/</td><td></td></tr></table>	DAY	MONTH	YEAR	/	/	
DAY	MONTH	YEAR						
/	/							
6. Second tier review	<input type="checkbox"/>	The regulatory authority did not appropriately apply the prescribed process for determining a rating level; or						
<i>On what grounds are you seeking a review of the decision by the Regulatory Authority?</i>	<input type="checkbox"/>	The regulatory authority failed to take into account or give sufficient weight to special circumstances or facts existing at the time of the rating assessment.						
7. Quality areas for review:	<input type="checkbox"/>	Quality Area 1 - Educational program and practice						
	<input type="checkbox"/>	Quality Area 2 - Children's health and safety						
	<input type="checkbox"/>	Quality Area 3 - Physical environment						
	<input type="checkbox"/>	Quality Area 4 - Staffing arrangements						
	<input type="checkbox"/>	Quality Area 5 - Relationships with children						
	<input type="checkbox"/>	Quality Area 6 - Collaborative partnerships with families and communities						
	<input type="checkbox"/>	Quality Area 7 - Leadership and service management						



D. Payment details

9. Application fee

The application fee for a second tier review (not subject to GST) as at 1 July 2018 is:

Centre based service (Number of approved places)			Family Day Care service Maximum number of Family Day Care educators registered with the service			
	Less than 25	25 - 80	More than 80	Less than 6	6 - 20	More than 20
Fee	\$446	\$670	\$894	\$446	\$670	\$894

10. Payment options:

All payments must be made payable to 'ACECQA'.

- Australia Post money order
- Bank cheque (Personal cheques will not be accepted)
- Credit Card (Visa or MasterCard only)
 - pay online at www.acecqa.gov.au/help/payonline
 - pay by phone by calling (02) 8240 4200 9am-5pm AEST Monday to Friday.

Please provide your receipt number: _____

Please note: If you are paying by credit card, ACECQA cannot process your application without the receipt number provided as proof of payment.



E. Declaration and consent

11. Applicant declaration

I, declare that:

1. the information provided in this application form (including any attachments) is true, complete and correct
2. I have read, understood and agree to the conditions outlined in this form
3. I understand that the regulatory authority and/or ACECQA will have the right (but will not be obliged) to act in reliance upon the contents of the application form, including its attachments;
4. I have read and understood a Provider's legal obligations under the *Education and Care Services National Law*;
5. the regulatory authority is authorised to verify any information provided in this application;
6. some of the information provided in this application may be disclosed to Commonwealth for the purposes of the *Family Assistance Law* and may be disclosed to other persons/authorities where authorised by the *Education and Care Services National Law* or other legislation; and
7. I am aware that I may be subject to penalties under the *Education and Care Services National Law* if I provide false or misleading information in this form.

Signature of declarant:

Date:

DAY	MONTH	YEAR
/	/	

F. Submitting your application

Please submit your application form, fee payment and supporting documents by emailing, posting or faxing them to ACECQA.

Email: review@acecqa.gov.au

Post: Second Tier Review
ACECQA
PO Box A292
SYDNEY NSW 1235

Fax: (02) 8240 4206

G. Enquiries

If you have any general enquiries about reviews, please contact us on 1300 4 ACECQA (1300 422 327) or email us at enquiries@acecqa.gov.au.