

ACECQA has developed this overview to assist you with your application for individual qualification assessment. This short interactive presentation runs for 15-20 minutes. [Click here to view the presentation.](#)

## Who are these guidelines for?

These guidelines are for individuals who wish to apply to have their qualification(s) assessed by ACECQA.

## Who should apply to ACECQA?

You should apply to ACECQA if you would like to work as a qualified educator in an approved education and care service in Australia and your qualifications are not on the [list of approved qualifications](#).

ACECQA will assess your qualification(s) to determine if it is equivalent to an approved qualification.

## How does ACECQA assess qualifications?

ACECQA assesses qualifications against four key areas (see **Attachment A**):

1. Academic level
2. Age focus or specialisation
3. Supervised professional experience or work placement
4. Curriculum content

Each qualification must meet **all four areas** to meet ACECQA's requirements.

## What will happen if my application is successful?

If your application is successful, you will be able to work as a qualified educator in an approved education and care service in Australia. Depending on the outcome of your application, you may be able to work as an:

- Early childhood teacher (ECT)
- Diploma level educator
- Certificate III level educator.

**Note:** A successful determination by ACECQA does not guarantee teacher registration or a job in Australia. This process is also not for the purpose of, or related to, any migration or visa application process within Australia.

## What is the relevant law?

Section 169(7) of the [Education and Care Services National Law Act 2010](#) gives ACECQA responsibility for determining if qualifications are equivalent to the approved early childhood educator qualifications under the National Quality Framework (NQF).

Regulation 139 of the [Education and Care Services National Regulations 2010](#) sets out detailed requirements for making an application.

## How do I make an application?

To make an application to ACECQA, you must:

- complete the application form
- attach the necessary supporting documents
- pay the [fee](#).

ACECQA accepts electronic scanned versions of certified colour copies of documents as part of the application. However, we reserve the right to request original certified colour copies of documents at any time.

## What should my application include?

You must provide all the information and documents outlined or referred to in these guidelines, as well as any other information reasonably requested by ACECQA.

### Personal details

Your application should include details about your:

- contact details
- qualification(s), including any placements undertaken as part of your studies
- secondary schooling, and any other relevant tertiary or vocational schooling / training.

### Certified colour copies of documents

You will also need to provide **certified colour copies** of key documents, including:

- proof of identity and evidence of any name changes
- qualification certificate or parchment
- academic transcript.

## Documents in languages other than English

If any of the documents are in a language other than English, a certified colour copy of **both** the original document and the translation will need to be provided.

## English language proficiency

You will need to demonstrate proficiency in the English language. 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 International English Language Testing System (IELTS) exam in the last two years.

If you cannot provide either of the above evidence of English language proficiency, ACECQA may not be able to assess your qualifications. If you have concerns, please contact us on 1300 422 327.

## What is the application fee?

The National Law requires the application fee be paid before ACECQA can assess an application. An application is not complete until the fee has been paid. The fee is set by the National Regulations. The application fee is currently **AUD\$110**.

You can choose to pay the fee:

- online at [www.cecqa.gov.au/help/pay-online](http://www.cecqa.gov.au/help/pay-online)
- over the phone by calling (02) 8240 4200 9am-5pm AEST Monday-Friday
- by sending an Australia Post money order or bank cheque made payable to 'ACECQA'.

If you pay online or by phone, you must quote the receipt number on the application form as proof of payment. Personal cheques will not be accepted.

There is no refund if an application is unsuccessful or if an applicant chooses to withdraw the application after it has been submitted.

## What happens after I submit my application?

ACECQA will email you within 10 business days to acknowledge receipt of your application and confirmation of payment.

When processing the application, ACECQA may take steps to verify the information provided in your application, and/or require you to provide additional or missing information as necessary.

After assessing your qualification(s), ACECQA will advise you of the outcome of your application. If successful, you will receive a certificate by mail. If unsuccessful, you will receive reasons for the decision.

## How long does the assessment take?

ACECQA is committed to completing your assessment **within 60 days** from receiving all the information we require. If your application is missing information or documents, then the application process will be delayed.

## What is supervised professional experience?

Supervised professional experience is an important component of all initial teacher education qualifications. It may also be known as supervised 'teaching practicum', 'field studies' or 'teaching practice'.

It is a supervised and assessed component of your teaching qualification. In some cases you may have completed these placements under another qualification, however your transcript must show that you received credits for this requirement. You may need to contact your university or training college to obtain evidence of the supervised professional experience you completed.

**Note:** On-the-job experience or unsupervised work experience is not supervised professional experience.

## Will my on-the-job experience be considered as part of the assessment?

Generally, no. The assessment process is only intended to assess your qualifications, not your employment experience. In some instances, ACECQA may request information about your career history to assist with the assessment process, for example, to determine whether you were previously approved under a former state or territory law.

## **I have not completed an early childhood education and care qualification, how can I get my on-the-job experience recognised?**

If you have not completed any relevant qualifications or your qualification is determined not equivalent, your on-the-job experience could still contribute towards Recognition of Prior Learning (RPL) or a credit transfer for part of an approved qualification, should you choose to pursue further study. You will need to speak with a training provider about your eligibility for RPL.

## **Will my application remain confidential?**

Information provided by you will be handled in line with [ACECQA's Privacy Policy](#). ACECQA may need to disclose personal information to some third parties to verify the information provided in your application.

## **Can I appeal the outcome of my assessment?**

ACECQA will consider requests to review your assessment outcome in limited circumstances. If you believe an error

has been made or you have additional evidence which was not included in your original application, ACECQA may consider a review of your assessment outcome. Please contact ACECQA on 1300 422 327 or [apply@acecqa.gov.au](mailto:apply@acecqa.gov.au) if you have questions about your assessment outcome.

## **How can I complain about the application process?**

Complaints about the fairness of an application process can be made in writing to ACECQA. If ACECQA is unable to resolve a complaint, then you can contact the National Education and Care Services FOI and Privacy Commissioners and Ombudsman. More information is available on the website [necsopic.edu.au](http://necsopic.edu.au).

## **Where can I get further information?**

If you have any questions about the application process for qualifications assessment, please contact ACECQA on 1300 422 327 or [enquiries@acecqa.gov.au](mailto:enquiries@acecqa.gov.au).

## EARLY CHILDHOOD TEACHER OR EQUIVALENT

<p><b>Qualification level</b></p>	<ul style="list-style-type: none"> <li>▶ Educational level comparable to at least an Australian bachelor's degree level that meets the level 7 qualification type descriptor under the <a href="#">Australian Qualifications Framework (AQF)</a>.</li> </ul> <p>Applicants with teacher registration or accreditation are taken to hold the equivalent of a level 7 qualification. This includes applicants recognised under the Mutual Recognition Act 1992 or the Trans-Tasman Mutual Recognition Act 1997.</p>
<p><b>Age focus of qualification</b></p>	<ul style="list-style-type: none"> <li>▶ Early childhood teaching qualifications must include curriculum and supervised professional experience that covers the age range from birth to five years of age* (including transition to school). Qualifications that cover the age range from birth to eight years are preferred.</li> </ul> <p>Where qualifications span birth to 12 years, specialisation in early childhood will be required. For example, ACECQA would expect to see a significant number of units and period of time devoted to early childhood.</p> <p>*ACECQA will consider evidence of the following to satisfy the specific birth to under 3 years old (0 – 35 months) age focus requirement:</p> <ul style="list-style-type: none"> <li>• significant work experience with children aged birth to under 3 years old (0 – 35 months)</li> <li>• the completion of an approved diploma</li> <li>• the completion of relevant 'non award' unit(s).</li> </ul>
<p><b>Supervised professional experience during qualification</b></p>	<ul style="list-style-type: none"> <li>▶ 80 days supervised professional experience for undergraduate early childhood teaching qualifications. This must include a minimum of 10 days supervised professional experience with children aged birth to under 3 years old (0 – 35 months)*, and a significant number of days in early childhood settings with children aged 3 until before they start formal schooling. The remaining balance may be undertaken with school aged children.</li> <li>▶ 60 days supervised professional experience for post graduate early childhood teaching qualifications. This must include a minimum of 10 days supervised professional experience with children aged birth to under 3 years old (0 – 35 months)*, and a significant number of days in early childhood settings with children aged 3 until before they start formal schooling. The remaining balance may be undertaken with school aged children.</li> </ul> <p>*ACECQA will consider evidence of the following to satisfy the specific birth to under 3 years old (0 – 35 months) supervised professional experience requirement:</p> <ul style="list-style-type: none"> <li>• significant work experience with children aged birth to under 3 years old (0 – 35 months)</li> <li>• the completion of an approved diploma</li> <li>• the completion of relevant 'non award' unit(s).</li> </ul>

## EARLY CHILDHOOD TEACHER OR EQUIVALENT

### Curriculum content of qualification

Early childhood teaching qualifications comprise a mix of curriculum, learning and pedagogical theory, professional studies, practicum experiences, and cultural studies. ACECQA will consider the following six areas as part of the assessment process.

#### Child development and care:

- learning, development and care
- language development
- social and emotional development
- child health, wellbeing and safety
- early intervention
- diversity, difference and inclusivity
- learners with special / additional needs
- transitions and continuity of learning (including transition to school).

#### Education and curriculum studies:

- Early Years Learning Framework
- the Australian curriculum
- numeracy, science and technology
- language and literacy
- English as an additional language
- social and environmental education
- creative arts and music
- physical and health education
- curriculum planning, programming and evaluation.

#### Teaching pedagogies:

- alternative pedagogies and curriculum approaches
- play based pedagogies
- guiding behaviour / engaging young learners
- teaching methods and strategies
- children with diverse needs and backgrounds
- working with children who speak languages other than, or in addition to, English
- contemporary society and pedagogy.

#### Family and community contexts:

- developing family and community partnerships
- multicultural education
- Aboriginal and Torres Strait Islander perspectives
- socially inclusive practice
- culture, diversity and inclusion.

#### History and philosophy of early childhood:

- historical and comparative perspectives
- contemporary theories and practice
- ethics and professional practice.

#### Early childhood professional practice:

- educational leadership
- management and administration
- professional identity and development
- advocacy
- research.

## DIPLOMA LEVEL EDUCATOR OR EQUIVALENT

<b>Qualification level</b>	<ul style="list-style-type: none"> <li>▶ Educational level comparable to at least an Australian diploma level that meets the level 5 qualification type descriptor under the <a href="#">Australian Qualifications Framework (AQF)</a>.</li> </ul>
<b>Age focus of qualification</b>	<ul style="list-style-type: none"> <li>▶ Early childhood education and care qualifications that include curriculum and supervised work placement to cover the age range from birth to five years of age.</li> </ul>
<b>Supervised professional experience during qualification</b>	<ul style="list-style-type: none"> <li>▶ At least 240 hours of work placement in an early childhood setting*. *In assessing and determining equivalence, ACECQA will consider evidence of significant work experience to satisfy the <i>supervised professional experience requirement</i>.</li> </ul>
<b>Curriculum content of qualification</b>	<ul style="list-style-type: none"> <li>▶ Content comparable to the national Australian Diploma of Early Childhood Education and Care (CHC50113): <a href="http://training.gov.au/Training/Details/CHC50113">training.gov.au/Training/Details/CHC50113</a> ACECQA will consider the following four areas in the assessment process:</li> </ul> <div style="display: flex; justify-content: space-between;"> <div data-bbox="450 1034 1276 1453" style="width: 48%;"> <p><b>Child development and care:</b></p> <ul style="list-style-type: none"> <li>• Provide care for babies and toddlers</li> <li>• Provide care for children</li> <li>• Develop positive and respectful relationships with children</li> <li>• Establish and maintain a safe and healthy environment for children</li> <li>• Ensure the health and safety of children</li> <li>• Promote and provide healthy food and drinks</li> <li>• Establish and implement plans for developing cooperative behaviour</li> <li>• Implement strategies for the inclusion of all children</li> <li>• Foster the holistic development and wellbeing of the child in early childhood.</li> </ul> </div> <div data-bbox="1339 1034 2123 1342" style="width: 48%;"> <p><b>Early childhood professional practice:</b></p> <ul style="list-style-type: none"> <li>• Promote children's agency</li> <li>• Identify and respond to children and young people at risk</li> <li>• Provide an emergency first aid response in an education and care setting.</li> <li>• Work within a relevant legal and ethical framework</li> <li>• Maintain work health and safety</li> <li>• Facilitate compliance in an education and care service.</li> </ul> </div> </div>

## DIPLOMA LEVEL EDUCATOR OR EQUIVALENT

### Curriculum content of qualification

#### Curriculum studies:

- Use an approved learning framework to guide practice
- Design and implement the curriculum to foster children's learning and development
- Analyse information to inform learning
- Nurture creativity in children
- Embed sustainable practices in service operations.

#### Family and community contexts:

- Work effectively with Aboriginal and/or Torres Strait Islander people
- Work in partnership with families to provide appropriate education and care for children
- Develop cultural competence.

## CERTIFICATE III LEVEL EDUCATOR OR EQUIVALENT

<b>Qualification level</b>	<ul style="list-style-type: none"> <li>▶ Educational level comparable to at least an Australian certificate III level that meets the level 3 qualification type descriptor under the <a href="#">Australian Qualifications Framework (AQF)</a>.</li> </ul>
<b>Age focus of qualification</b>	<ul style="list-style-type: none"> <li>▶ Early childhood education and care qualifications that include curriculum and supervised work placement to cover the age range from birth to five years of age.</li> </ul>
<b>Supervised professional experience during qualification</b>	<ul style="list-style-type: none"> <li>▶ At least 120 hours of work placement in an early childhood setting*.</li> </ul> <p>*In assessing and determining equivalence, ACECQA will consider evidence of significant work experience to satisfy the <i>supervised professional experience requirement</i>.</p>
<b>Curriculum content of qualification</b>	<ul style="list-style-type: none"> <li>▶ Content comparable to the national Australian Certificate III in Early Childhood Education and Care (CHC30113): <a href="http://training.gov.au/Training/Details/CHC30113">training.gov.au/Training/Details/CHC30113</a></li> </ul> <p>ACECQA will consider the following four areas in the assessment process.</p> <p><b>Child development and care:</b></p> <ul style="list-style-type: none"> <li>• Provide care for babies and toddlers</li> <li>• Provide care for children</li> <li>• Promote and provide healthy food and drinks</li> <li>• Ensure the health and safety of children</li> <li>• Support the holistic development of children in early childhood.</li> </ul> <p><b>Curriculum studies:</b></p> <ul style="list-style-type: none"> <li>• Use an approved learning framework to guide practice</li> <li>• Provide experiences to support children's play and learning</li> <li>• Use information about children to inform practice.</li> </ul> <p><b>Early childhood professional practice:</b></p> <ul style="list-style-type: none"> <li>• Identify and respond to children and young people at risk</li> <li>• Provide an emergency first aid response in an education and care setting</li> <li>• Develop positive and respectful relationships with children.</li> <li>• Work within a legal and ethical framework</li> <li>• Participate in work health and safety.</li> </ul> <p><b>Family and community contexts:</b></p> <ul style="list-style-type: none"> <li>• Work effectively with Aboriginal and/or Torres Strait Islander peoples</li> <li>• Develop cultural competence.</li> </ul>



# QUALIFICATION ASSESSMENT GUIDELINES FOR INDIVIDUAL APPLICANTS

Attachment A