

# Skills Assessment Application Guidelines



Australian Children's  
Education & Care  
Quality Authority



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## Introduction

The Australian Children's Education and Care Quality Authority (ACECQA) is an independent national authority that assists governments in administering the National Quality Framework (NQF) for children's education and care.

Under the Education and Care Services National Law ACECQA is responsible for publishing a list of approved qualifications under the NQF. Educators who hold a qualification that is not published on this list can submit an application to ACECQA to determine if their qualification is equivalent to an approved education and care qualification under the NQF. The NQF assessment is **not** for migration purposes.

ACECQA is also the approved assessing authority for the Child Care Centre Manager and Child Care Worker (group leaders only) occupations under the Skilled Migration Program. It is ACECQA's responsibility to set the Assessment Standards and complete skills assessments for applicants applying for a skilled migration visa under these occupations. These guidelines outline the assessment process and provide guidance to applicants on how to submit a skills assessment application.

## Eligibility

You are eligible to apply for a skills assessment if your nominated occupation is listed on the [Skilled Occupations List](#) with ACECQA listed as the relevant skills assessing authority.

ACECQA is the approved Assessing Authority for the following occupations:

- Child Care Centre Manager (ANZSCO 134111)
- Child Care Worker (group leaders only) (ANZSCO 421111).

ACECQA does not complete skills assessments for the Early Childhood (Pre-primary School) Teacher occupation. Please contact [AITSL](#) if you require a skills assessment for this occupation.

You must check with the [Department of Home Affairs](#) that your visa pathway requires a skills assessment before submitting your application.

Your Skills Assessment is for migration purposes **only** and is a separate application process to [ACECQA's qualification assessment function under the National Quality Framework](#) (NQF).

## Fees

Type of Application	Fee
Skills Assessment Application	\$1100 (Incl. GST)
Skills Assessment Review Application	\$990 (Incl. GST)

Payment must be made when you submit your application. We are unable to process your application until payment is received. Failure to provide evidence of payment with your application may result in a delay processing your application.

Payment can be made using ACECQA's [online payment portal](#). All fees are payable in Australian dollars.

Fees will not be refunded to unsuccessful applicants or if you decide to withdraw your application after assessment of your application has commenced.

## Assessment Standards

Under Sub regulation 2.26B (2) of the Migration Regulations 1994, ACECQA sets the standards against which a person's skills are assessed for the Child Care Centre Manager and Child Care Worker (group leaders only) occupations. The Assessment Standards for these occupations are outlined below.

### Child Care Centre Manager Assessment Standards

<b>Qualification</b>	An ACECQA nationally approved diploma level (or higher) education and care qualification.
<b>Employment Experience</b> Note: The employment experience needs to have been completed after you were awarded your qualification.	<p>Evidence of <b>three years</b> full time (or part time equivalent) employment experience as a Child Care Centre Manager in a regulated early childhood education and care service.</p> <p>Expected responsibilities during employment include:</p> <ul style="list-style-type: none"> <li>• develop and implement programs to enhance the physical, social, emotional and intellectual development of young children</li> <li>• direct and supervise educators providing care and supervision for young children</li> <li>• establish and maintain a safe and healthy service environment for children, staff and visitors</li> <li>• facilitate compliance with relevant government requirements and standards</li> <li>• work in partnership with parents and families to provide appropriate education and care for children</li> <li>• maintain service records, operational budgets and accounts</li> <li>• recruit staff and coordinate professional development.</li> </ul> <p>To ensure currency of skills, applicants will need to provide evidence of at least six months full time (or part time equivalent) experience in the past three years.</p>

### Child Care Worker (group leaders only) Assessment Standards

<b>Qualification</b>	An ACECQA nationally approved diploma level (or higher) education and care qualification.
<b>Employment Experience</b> Note: The employment experience needs to have been completed after you were awarded your qualification.	<p>Evidence of <b>one year</b> full time (or part time equivalent) employment experience as a Child Care Group Leader in a regulated early childhood education and care service.</p> <p>Expected responsibilities during employment include:</p> <ul style="list-style-type: none"> <li>• provide education and care for babies, toddlers and children</li> <li>• lead the preparation of materials and equipment to support children's learning and development</li> <li>• provide experiences to support children's play and learning</li> <li>• develop positive and respectful relationships with children</li> <li>• ensure the health and safety of children</li> <li>• support and supervise the daily routines of children</li> <li>• support the inclusion of all children</li> <li>• support children to develop cooperative behaviour.</li> </ul> <p>To ensure currency of skills, applicants will need to provide evidence of at least six months full time (or part time equivalent) experience in the past three years.</p>



## Qualification Requirements

The assessment standards require applicants to hold an ACECQA nationally approved diploma level (or higher) education and care qualification. There are three ways an applicant can hold an ACECQA nationally approved qualification, these are:

- hold a nationally approved diploma level (or higher) qualification published on ACECQA's [NQF approved qualifications list](#)
- taken to hold an approved diploma or early childhood teacher (ECT) qualification under a former law in Australia
- hold a qualification that ACECQA has assessed and approved as equivalent to a diploma or ECT level qualification under the NQF.

The ACECQA [qualifications checker](#) may assist you to determine whether you hold an ACECQA nationally approved diploma (or higher) qualification.

Applicants that do not hold an ACECQA nationally approved diploma level or higher qualification will need to have their qualification/s assessed under the NQF. However, this will be completed as part of your skills assessment application, you **do not** need to submit a separate application or pay an additional fee.

The [qualification requirements](#) for assessments under the NQF can be found on the ACECQA website. Assessments under the NQF include a requirement for evidence of English language proficiency.

## Application Process

The online and paper based application forms can be found on the ACECQA website under the [Skilled Migration](#) section of the Qualifications tab.

Applicants are required to complete the skills assessment application form, supply the required supporting evidence and provide proof of payment.

ACECQA will confirm receipt of the application within 10 business days. This email will confirm whether the application is complete or whether additional information is required to complete your assessment. Failing to submit a complete application will result in delays processing your application.

ACECQA is committed to completing skills assessment applications within 60 days from the receipt of a complete application. You will receive notification of your assessment outcome via email. If your application is successful you will receive a certificate by mail. Your successful skills assessment will need to be provided with your visa application to the Department of Home Affairs.

If your application is unsuccessful you will receive reasons for the decision, the steps you could take to be successful in future and information on the review process.

Your skills assessment is valid for a three year period. Should you require a skills assessment after this date, you will need to re-apply.

## Supporting Evidence

All documents need to be certified colour copies of the original document. If your documents are in a language other than English they will need to be translated into English. You will need to provide certified colour copies of both the original and translated documents.

The supporting evidence required as part of your application will depend on whether you already hold an ACECQA nationally approved diploma level (or higher) qualification or need your qualifications assessed under the NQF as part of your skills assessment.



### Hold a qualification published on the approved NQF list

If you hold a nationally approved diploma (or higher) level qualification published on [ACECQA's NQF approved qualifications list](#) you will need to provide the following evidence with your application:

- certified colour copy of the parchment for your qualification
- certified colour copy of the transcript for your qualification
- certified colour copy of the identity page of your valid passport
- certified colour copy of evidence of change of name (if applicable)
- Employer Reference Template/s (for all employment being claimed in your application)
- Employment Experience Template/s (for all employment claimed in your application)
- Applicant Declaration and Consent Form
- Authorised Representative Declaration and Consent Form (if applicable)
- Australian teacher registration/accreditation (if applicable)

### Taken to hold an approved diploma (or higher) qualification

The Education and Care Services National Regulations (the National Regulations) contain transitional provisions that outline the conditions under which a person is taken to be qualified, or to hold an approved qualification under the *Education and Care Services National Law* (the National Law).

Individuals that had their qualifications assessed and approved at diploma level or higher prior to 1 January 2012 (1 August 2012 in Western Australia) and were working in a regulated education and care service are taken to hold an approved qualification under the NQF. You can use ACECQA's [qualifications checker](#) to assist you to determine whether you are taken to hold an approved qualification under the NQF. Alternatively we recommend you contact the [regulatory authority](#) in the state or territory where you received prior approval.

If you are taken to hold a diploma (or higher) level qualification under the NQF you will need to provide the following evidence with your application:

- certified colour copy of the letter approving your qualification under former law
- evidence you were employed in an Australian regulated service immediately prior to 1 January 2012 (1 August 2012 in Western Australia)
- certified colour copy of the identity page of your valid passport
- certified colour copy of evidence of change of name (if applicable)
- Employer Reference Template/s (for all employment being claimed in your application)
- Employment Experience Template/s (for all employment claimed in your application)
- Applicant Declaration and Consent Form
- Authorised Representative Declaration and Consent Form (if applicable).

### ACECQA has assessed and approved your qualification

If you have previously submitted an application to ACECQA to have your qualifications assessed under the NQF, you will need to provide the following evidence with your application:

- copy of the decision letter or certificate provided by ACECQA
- certified colour copy of the identity page of your valid passport
- certified colour copy of evidence of change of name (if applicable)
- Employer Reference Template/s (for all employment being claimed in your application)
- Employment Experience Template/s (for all employment claimed in your application)
- Applicant Declaration and Consent Form
- Authorised Representative Declaration and Consent Form (if applicable).

## Require your qualifications to be assessed under the NQF

If you do not currently hold an ACECQA nationally approved diploma (or higher) qualification you will need to submit the following evidence with your application:

- certified colour copy of the parchment for your qualification/s
- certified colour copy of the transcript for your qualification/s
- certified colour copy of the identity page of your valid passport
- certified colour copy of evidence of change of name (if applicable)
- Employer Reference Template/s (for all employment being claimed in your application)
- Employment Experience Template/s (for all employment claimed in your application)
- Applicant Declaration and Consent Form
- Authorised Representative Declaration and Consent Form (if applicable)
- Australian teacher registration/accreditation (if applicable)
- evidence of English language proficiency

ACECQA accepts the following as evidence of English language 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.

Please contact ACECQA on 1300 422 327 if you would like to discuss these requirements.

## Certified documents

A certified document is a copy of an original document that has been sighted and signed by a person officially authorised to confirm that it is a true and accurate duplicate of the original document.

To certify your documents you will need to take the original documents and colour photocopies of your documents to a representative who is authorised to certify them. The authorised person will sight the originals and the photocopies to ensure they are identical. The authorised representative must declare on each photocopy that it is a true copy of the original document.

Certified documents must:

- be colour photocopies of the original document
- be certified on each page of the document
- always be made on the front of the document. Documents should never be certified on the blank page on the back of a document
- list the authorised person's name, position or registration number (if relevant), date of certification and have the stamp or seal of the authorised person (if relevant)
- be legible with all text visible on the page
- be in English.

## Who can certify documents?

If you are in Australia your documents must be certified by a person that is authorised to certify documents in the state of territory in which you are residing. Authorised persons may include, but are not limited to, a Justice of the Peace, Solicitor, Lawyer, Police Sergeant, Notary Public, Registered Health Practitioner (e.g. Doctor, Pharmacist) or a Member of an Australian Embassy or Consulate.

If you are overseas, your documents must be certified by a person who is legally able to certify documents in that country. All certifications must be completed in English.

## Translating documents

If your documents are in a language other than English you must have these documents translated. ACECQA requires a certified colour copy of both the original and translated documents.

If the documents are translated in Australia, the translator must be NAATI accredited. You can locate your nearest [NAATI accredited](#) translator on the following website: [www.naati.com.au](http://www.naati.com.au).

If your documents are being translated overseas they must be translated by a person authorised to translate documents in that country.

## Employment experience

You are required to submit evidence of your employment experience as part of your application. The number of years of full time employment experience required will depend on the occupation you are applying for. Please refer to the Assessment Standards to determine the number of years required as part of your application. The employment experience needs to have been completed after you were awarded your qualification.

You will need to complete an [Employment Experience Template](#) for all employment experience being claimed as part of your assessment. The number of templates submitted with your application will depend on whether your employment experience was with one or multiple employers.

You will also need to have your employer complete an [Employer Reference Template](#) for all employment experience being claimed as part of your assessment. The individual completing this form on your behalf must be the direct supervisor or other individual who oversaw or witnessed you performing the duties of your role. If your original Employer Reference Template is completed in a language other than English you must provide copies of both the original document and the translation to English.

To ensure the currency of skills, at least 6 months of full time (or part time equivalent) employment experience needs to have been completed within the past three years.

## Review process

If you disagree with the outcome of your assessment you can request a review. The basis of your request for a review will determine whether you need to formally submit a review application and pay the associated fee.

We recommend applicants call their case officer to discuss their assessment outcome before submitting a review application. Your case officer will discuss the outcome of your assessment and advise the additional evidence required to review your application.

Reviews are assessed and approved by different ACECQA representatives to the original application.

### Inadequate consideration of evidence

If you believe evidence provided with your application has been inadequately considered as part of your assessment this will be investigated by your case officer. If it is determined that evidence has been overlooked your application will be opened for review. You will not need to submit a review application or pay the associated review application fee.

If the case officer determines that all evidence was considered as part of the original assessment you can still have your assessment reviewed, however you will need to submit a review application and pay the fee.

If it is determined that a mistake was made with your original application, ACECQA will refund the review application fee.





## Additional evidence to be provided

If you want to submit evidence that was not provided with your initial application you will need to submit a [Review Application Form](#) and pay the associated fee. Your case officer will advise what additional evidence is required to overturn the assessment outcome.

## Authorised representatives

You may nominate an authorised representative to prepare, submit and speak to ACECQA on your behalf. All correspondence from ACECQA will be sent to both you and your authorised representative.

Your authorised representative will need to complete an [Authorised Representative Declaration and Consent Form](#). This declaration ensures that your representative understands that providing false or misleading information is an offence and that all information they provide is true and correct to the best of their knowledge.

## Privacy

ACECQA will use the information you provide to make an assessment of your qualifications and employment experience for the purpose of skilled migration. ACECQA may need to disclose personal information to some third parties, including educational institutions, to verify the information you have provided in the application. In the case of a complaint or a challenge to the decision, ACECQA may need to disclose some information to a review body, for example, an ombudsman, court or tribunal. Personal information will be used and stored in accordance with the Australian Privacy Principles contained in the Privacy Act 1988.

ACECQA's [privacy policy](#) is available on the ACECQA website.

If you have concerns about how ACECQA has handled your personal information or believe there has been a breach of the Australian Privacy Principles, you can raise this with ACECQA:

### By email:

[privacy@acecqa.gov.au](mailto:privacy@acecqa.gov.au)

### By post:

Privacy Contact Officer  
ACECQA  
PO Box A292  
Sydney NSW 1235

## False or misleading information

You are responsible for ensuring the accuracy and validity of all information provided to ACECQA. Reasonable steps will be taken to verify the validity of all information and documentation provided. If ACECQA determines at a later date that information previously provided is false, misleading, non-factual or incorrect, and that in reliance on that information ACECQA has incorrectly assessed your application as successful, ACECQA may write to you to advise the assessment is no longer considered successful. ACECQA will also advise the Department of Home Affairs accordingly. ACECQA may also refer such matters to the appropriate government department or authorities for investigation.