

Provisional Skills Assessment Application Guidelines



Australian Children's
Education & Care
Quality Authority



Contents

Introduction	3
About this application.....	3
Eligibility.....	3
Application process.....	3
Fees	4
Supporting Evidence	4
Evidence of Supervised Work Placement	4
Certified documents	4
Authorised representatives	5
Review process	5
Inadequate consideration of evidence	5
Additional evidence to be provided.....	5
Privacy.....	5
False or misleading information	6

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.

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 provisional skills assessment application.

About this application

This application is for international student graduates who have studied and been awarded an ACECQA nationally approved diploma level (or higher) qualification and wish to apply for the Temporary Graduate Visa (subclass 485 visa).

Eligibility

To be eligible to apply for a Child Care Centre Manager provisional skills assessment you must have:

- an ACECQA nationally approved diploma (or higher) education and care qualification, awarded by a CRICOS RTO/Institution
- evidence of at least 240 hours (40 days) supervised work placement completed in an Australian workplace as part of your qualification.

Application process

The online application form can be accessed from the ACECQA website under the [Provisional Skills Assessment](#) section of the Qualifications tab.

Applicants are required to complete the provisional skills assessment application, supply the required supporting evidence, pay the application fee and submit their online application.

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 provisional skills assessment applications within 60 days from the receipt of a complete application. You will receive notification of your assessment outcome via email. Your successful provisional skills assessment will need to be provided with your 485 visa application to the [Department of Home Affairs](#).

If your application is unsuccessful you will receive reasons for the decision and information on the review process.

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

Fees

Type of Application	Fee
Provisional Skills Assessment Application	\$330 (Incl. GST)
Provisional Skills Assessment Review Application	\$330 (Incl. GST)

Payment is made at the final stage of the online application. 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.

Supporting Evidence

You will need to provide the following supporting evidence with your application:

- certified colour copy of the identity page of your current valid passport
- certified colour copy of evidence of change of name (if applicable)
- certified colour copy of the parchment for your qualification/s
- certified colour copy of the transcript for your qualification/s (this document must include the commencement and completion dates of study in Australia)
- evidence of supervised work placement (formally issued by your RTO or institutions where you studied)
- Applicant Declaration and Consent Form
- Authorised Representative Declaration and Consent Form (if applicable).

All documents need to be certified colour copies of the original document. Your application cannot be assessed by ACECQA until all of these documents are received.

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

Evidence of Supervised Work Placement

This refers to the supervised placements in early childhood settings which you undertook as part of your qualification. To meet this requirement you will need to provide a statement from the RTO or Institution where you studied. This statement must:

- be on letterhead
- confirm the supervised placement was a requirement of your qualification
- confirm the exact dates, hours and location of your placement
- be signed, dated and include the name, position and contact details of the person making the statement.

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. 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.

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 the front of each photocopy that it is a true copy of the original document.

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.

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.

For further information on the [review process](#) please refer to our website.

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.

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.



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 departments or authorities for investigation.