

## Application Guidelines

### About this application form

The purpose of this assessment is to determine the comparability of your academic qualifications and employment experience to the Australian Standards for a skilled worker for the nominated occupation of Child Care Centre Manager. This application is only suitable for individuals who have received an outcome from Trades Recognition Australia for step 1 (provisional skills assessment) or step 4 (final assessment).

### Supporting Evidence

The evidence required for this application will depend on whether you have already received a successful outcome for either Step 1 (Provisional Skills Assessment) or Step 4 (Final Assessment) of the Trades Recognition Australia (TRA) Job Ready Program (JRP).

### Eligibility for individuals who have completed Step 1 of the TRA Job Ready Program

To be eligible to apply for a Child Care Centre Manager provisional skills assessment for the purposes of the Temporary Graduate visa (subclass 485) you must have:

- recently obtained a successful outcome from step 1 (provisional skills assessment) of the TRA Job Ready Program under the nominated occupation of Child Care Centre Manager.

### Eligibility for individuals who have completed Step 4 of the TRA Job Ready Program

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

- recently obtained a successful outcome from step 4 (final assessment) of the TRA Job Ready Program under the nominated occupation of Child Care Centre Manager.

Please note: ACECQA is not the Assessing Authority for the Employer Nomination Scheme (subclass 186) visa. Please contact Trades Recognition Australia if you intend to apply for this visa.

### Application process

Applicants are required to complete this application form and supply the required supporting evidence.

ACECQA will confirm receipt of the application within 5 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 transitional skills assessment applications within 15 days from receipt of a complete application. You will receive notification of your assessment outcome via email.

Giving false or misleading information is a serious offence. ACECQA conducts thorough checking of submitted documents and will notify the relevant Australian Government Department and law enforcement agency where it has reason to believe that false or misleading information is provided.

We will notify you of the outcome of your application by email. If unsuccessful, you will receive reasons for the decision.

If your application is successful, you will be able to contact the Department of Home Affairs to complete the relevant visa application 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.

### Application & supporting evidence checklist

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

- a high-resolution colour copy of the identity page of your current valid passport
- a high-resolution colour copy of your evidence of change of name (if your documents contain names other than those that appear on your passport)
- a signed and dated letter from Trades Recognition Australia (TRA) confirming your successful completion of either Step 1 or Step 4 of the Job Ready Program (JRP)
- a signed and formally witnessed applicant's declaration (**section 5** of this application form) and formally witnessed authorised representative's declaration (if applicable) (**section 6** of this application form).

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.

### 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. The Authorised Representative Declaration and Consent Form 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.

### Privacy notice

Australian Children's Education and Care Quality Authority (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, the Australian Children's Education and Care Quality Authority (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 department or authorities for investigation.

## Eligibility

1. Have you completed the Trades Recognition Australia (TRA) Job Ready Program (JRP) under the nominated occupation of Child Care Centre Manager?

Yes, I have completed **Step 1** of the Job Ready Program

Yes, I have completed **Step 4** of the Job Ready Program

**Evidence is required for this section.**

Please provide a signed and dated letter from Trades Recognition Australia (TRA) confirming your successful completion of either **Step 1** or **Step 4** of the Job Ready Program (JRP).

## Personal information

2. Your personal details

Title Mrs  Miss  Ms  Mr

Surname

Given names

Previous name  
(if applicable)

Gender Male  Female  Other

Date of birth  /  /  Passport Number

Email address

Postal address Number and street or PO Box number  Suburb, town or city

State or province  Postcode  Country

Phone number  ( )

**Evidence is required for this section.**

Please provide *high resolution colour copies* of your valid passport and change of name evidence (if applicable).

## Migration agent or authorised representative (optional)

### 3. Your Authorised Representative's details

If you would like to elect another person to prepare, submit or speak on your behalf with ACECQA about your application please provide their details in this section. Your authorised representative could be a migration agent, lawyer, friend or relative. If you elect a representative, they will be included in all correspondence from ACECQA.

Please leave this section blank if you do not want to elect an authorised representative.

Do you wish to authorise a representative to act on your behalf?

Yes  No  If no, leave this section blank.

**Note:** Authorised representatives must complete and sign an Authorised Representative Declaration and Consent Form at **section 6** of this application.

Title Mrs  Miss  Ms  Mr

Surname

Given name/s

Email address

Postal address

Number and street or PO Box number	Suburb, town or city
<input type="text"/>	<input type="text"/>

State or province	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone number

Relationship to you

If you are a migration agent completing this form on behalf of the applicant, please tick here

## Qualifications

### 4. Your TRA approved early childhood education and care qualification

Please provide details of your early childhood education and care qualification.

If your highest education and care qualification was a post graduate qualification, you will also need to provide details of your undergraduate qualification.

Title of award

Awarding institution

Date commenced (Day/Month/Year)    Date completed (Day/Month/Year)

Mode of study Full time  Part time

Delivery Face to Face  Online  Other

Minimum entry requirement

Time taken to complete your study

Address of Institution

State or province  Postcode  Country

Phone number

Country where study was undertaken, if different from above

## Declaration and Consent

### 5. Applicant declaration and consent

Please tick each clause below and sign the declaration in the presence of the witness. The witness must be a person authorised to legally witness or certify documents and must not be related to you by birth or marriage.

I,  (the applicant) declare that:

- I understand that providing false or misleading information is an offence and all the information I have provided is true and correct. If an authorised representative has assisted me, I declare I have not provided false or misleading information to the representative for preparation of this application.
- I have read and understood ACECQA's [Application Guidelines](#) at pages 1 and 2 of this application form.
- I authorise ACECQA to make enquiries to third parties in order to verify and assess my qualifications and experience.
- I understand that my assessment will take up to 60 calendar days from the date I provide all the information required by ACECQA.
- I understand that if additional information is requested and is not provided within the requested timeframe, ACECQA may close my application and I will not be entitled to a refund.
- If I have provided anyone else's personal information, I confirm that it is with their consent.
- I will inform ACECQA of any changes to my circumstances (e.g. change of contact details) while my application is being processed.
- I have read and understood ACECQA's [privacy policy](#).

Signature of applicant		Date	<div style="display: flex; justify-content: space-between; font-size: 8px;"> <span>Day</span> <span>Month</span> <span>Year</span> </div> <div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> <span>/</span> <span>/</span> </div>
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Signature of authorised witness		Date	<div style="display: flex; justify-content: space-between; font-size: 8px;"> <span>Day</span> <span>Month</span> <span>Year</span> </div> <div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> <span>/</span> <span>/</span> </div>
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Authorised witness name (Printed)

Authorised witness occupation or JP number and stamp

### 6. Authorised representative declaration and consent (if applicable)

Please tick each clause below and sign the declaration in the presence of the witness. The witness must be a person authorised to legally witness or certify documents and must not be related to you by birth or marriage. Authorised representatives must not witness their own declarations.

I,  (the applicant's migration agent or authorised representative) declare that:

- I have been authorised by the applicant to discuss, request and provide information about this application on their behalf.
- I understand that providing false or misleading information is an offence and all the information I have provided is true and correct to the best of my knowledge and is as was conveyed to me by the applicant.
- I understand that the applicant may withdraw this authority at any time.

	Day      Month      Year
Signature of authorised representative	Date
<input type="text"/>	<input type="text" value="/ /"/>

	Day      Month      Year
Signature of authorised witness	Date
<input type="text"/>	<input type="text" value="/ /"/>

Authorised witness name (Printed)

Authorised witness occupation or JP number and stamp

## Submission

### 7. Submitting your application

Please ensure that

- all relevant questions in the application form have been answered
- the information has been clearly recorded and is easy to read
- your supporting documents are attached (refer to the checklist on page 2 and the request for evidence at the bottom of each relevant section of this form).

Failing to submit a complete application will result in a delay in processing your application. The application form and supporting documents can be submitted:

- by email to [skilledmigration@acecqa.gov.au](mailto:skilledmigration@acecqa.gov.au) or
- by post to:      Qualifications Assessment Team  
                         ACECQA  
                         PO Box A292  
                         Sydney NSW 1235

ACECQA reserves the right to ask you to provide your original application form and/or original supporting documents.