

Application Guidelines

About this application form

This application is for international student graduates who have studied and been awarded an ACECQA 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 and paper based application forms can be found on the ACECQA website under the [Provisional Skills Assessment](#) section of the Qualifications tab.

Applicants are required to complete the provisional 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 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.

Application fees

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

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.

Completing the application form

Please refer to the following checklist to ensure that you have all the required documentation ready prior to submitting your application.

Application & supporting evidence checklist

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

- a certified colour copy of the identity page of your current valid passport
- certified evidence for your change of name (if your documents contain names other than those that appear on your passport)
- a certified colour copy of the certificate/parchment for each of your qualifications
- a certified colour copy of every page of the final academic transcripts for each of your qualifications
- evidence of supervised work placement (formally issued by your RTO or institution where you studied)
- a signed and formally witnessed applicant's declaration (**section 4** of this application form)
- a signed and formally witnessed authorised representative's declaration (if applicable) (**section 5** of this application form)
- payment (**section 6** of this application form).

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.

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.

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

Certified documents

You must provide supporting documents with your application. **All documents provided to ACECQA must be certified colour copies of original documents.** Only documents certified by one of the following authorised persons will be accepted:

- a justice of the peace (JP)
- a person authorised under the legislation of the participating Australian jurisdiction to witness documents or take statutory declarations
- a person authorised in the country where the document is being certified to certify /notarise documents
- a person accredited as a translator who is employed by an Australian overseas diplomatic mission

The authorised person must clearly state on the front of each document that it is a certified true copy of the original document. The person must sign and date each statement and provide their name and position.

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.

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.

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

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.

Personal information

1. Your Personal Details

Title Mrs Miss Ms Mr

Surname

Previous surname
(if applicable)

Given names

Previous given names
(if applicable)

Gender Male Female Other

Date of birth
(Day/Month/Year) / / Passport
Number

Email address

Postal address

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

Phone number ()

Evidence is required for this section.

Please provide certified colour copies of your valid passport and change of name evidence (if applicable).
Please refer to the application guidelines for additional information on the required evidence.

2. Migration agent or authorised representative (optional)

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 **page 7** 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

State or province Postcode Country

Phone number ()

Relationship to you

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

Qualifications

3. Your ACECQA approved early childhood education and care qualification

Please provide details of your ACECQA approved 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

Evidence is required for this section.

Please provide certified colour copies of your qualification award parchment and formal academic transcript.

Please refer to the provisional skills assessment application guidelines for additional information on the required evidence.

Please print additional copies of this page if you have additional qualifications that you wish to have assessed as part of this application.

Declaration and Consent

4. Applicant declaration and consent

Please tick each clause below and sign the declaration in the presence of the witness. The witness must be one of the persons authorised to certify documents outlined on page 1.

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 to 3 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-around; font-size: 8px;"> Day Month Year </div> <div style="display: flex; justify-content: space-around; font-size: 24px;"> / / </div>
------------------------	--	------	--

Signature of authorised witness		Date	<div style="display: flex; justify-content: space-around; font-size: 8px;"> Day Month Year </div> <div style="display: flex; justify-content: space-around; font-size: 24px;"> / / </div>
---------------------------------	--	------	--

Authorised witness name (Printed)

Authorised witness occupation or JP number

Please note: The witness must be one of the persons authorised to certify documents outlined on page 1 of this form.

5. 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 one of the persons authorised to certify documents outlined on page 1.

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.

Signature of
authorised
representative

Date

Day Month Year

Signature of
authorised
witness

Date

Day Month Year

Authorised witness name
(Printed)

Authorised witness occupation
or JP number

Please note: The witness must be one of the persons authorised to certify documents outlined on page 1 of this form.

Payment and Submission

6. Payment details

We are unable to process your application until you pay the application fee. The current fee schedule can be accessed [here](#). The fee is in Australian dollars.

Payment can be made online and a receipt number must be provided.

To pay online go to www.acecqa.gov.au/payonline.

Receipt number:

ACECQA is unable to process your application without this number.

If you have trouble using the online payment portal please call us on 1300 422 327 between 9am-5pm AEST Monday-Friday.

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 or
- by post to: Migration Skills Assessment Team
ACECQA
PO Box A292
Sydney NSW 1235

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