

National Training for Authorised Officers



Roles and responsibilities of authorised officers

- Monitoring education and care services and enforcing compliance.
- Assessing applications for approval.
- Conducting assessment and rating visits.
- Investigating incidents and complaints.
- Providing advice and guidance.

National Law

Part 9 (Monitoring and Enforcement) of the *Education and Care Services National Law* sets out the requirements for authorised officers (Section 195).

acecqa.gov.au/nqf/national-law-regulations/national-law

ACECQA Requirements

The ACECQA Board has determined (in regard to Section 195(5) of the National Law), the requirements for the authorisation of authorised officers.

acecqa.gov.au/acecqa-board-position-authorised-officer-requirements

Induction Programs

Induction and other training delivered by the employing State or Territory Regulatory Authority.

Training components

Part 1 – eLearning modules on The National Quality Framework:

- Education and Care Services National Law and Regulations
- NQS, Quality Areas, Standards and Elements
- National approved learning frameworks.

(complemented by *shadowing* an experienced authorised officer)

Part 2 – Multi-day training program on:

- Assessing legislation and the NQS
- Applying a common, nationally consistent lens when assessing and rating practice
- Evidence gathering and use of the observe, discuss and sign techniques
- Using the Guide to the NQF
- Determining and calculating ratings
- Practice assessments.

Part 3 – Webinar and practice assessments to:

- Confirm learnings and answer questions from the training
- Reinforce key messaging of the NQF.

Reliability testing

- Successful completion of Reliability Tests
- Additional support to ensure a consistent lens is applied to assessing and rating against the NQS and related regulatory standards.

Ongoing professional development

- eLearning modules on topical issues
- Regulatory Authority Updates
- Guidance Notes.

Drift testing

- Successful completion of an annual randomly assigned Drift Test.