

### Who is this guidance for?

This guidance is for organisations applying to have first aid training, emergency asthma management training and/or anaphylaxis management training added to the Australian Children's Education and Care Quality Authority (ACECQA) list of approved first aid training, emergency asthma management training and/or anaphylaxis management training.

### Who should apply to ACECQA?

An organisation should apply to ACECQA if they:

- want their first aid and/or emergency asthma management and/or anaphylaxis management training course to be assessed for addition to the approved training lists
- are making significant changes to the structure or content of a training course that is already on the approved lists.

### How does ACECQA assess courses?

ACECQA will assess each application against two key areas outlined in our published guidelines (see **Attachment A**):

1. Evidence of endorsement or accreditation
2. Suitability for education and care services.

### What is the relevant law?

Under the *Education and Care Services National Law*, ACECQA has responsibility for determining the qualifications required to be held by educators working under the National Quality Framework, including first aid training. Regulation 136 of the Education and Care Services National Regulations outlines the first aid training requirements for educators under the National Quality Framework.

### How do I make an application?

To make an application to ACECQA, organisations must:

- complete the relevant application form:
  - [Application for approval of a first aid training course](#)
  - [Application for approval of an emergency asthma management and/or anaphylaxis management training course](#)

- provide necessary documentation, including:
  - full outline of training, including the necessary course content
  - evidence of endorsement, accreditation or consultation
  - statement about suitability for education and care services addressing the guideline areas.
- pay the required [fee](#).

Applications can be sent to [apply@acecqa.gov.au](mailto:apply@acecqa.gov.au)

Applicants must provide all documents and information outlined or referred to in these guidelines, as well as any other information reasonably requested by ACECQA.

### What is the application fee?

The application fee, which must be paid in advance, is currently **AUD\$2335** (see [Indexed fees for the 21/22 financial year](#)). The fee is subject to indexation in accordance with the Consumer Price Index. It is not subject to GST. Payment can be made online at [acecqa.gov.au/help/pay-online](https://www.acecqa.gov.au/help/pay-online). You **must** quote the receipt number on the application form as proof of payment.

Payment can also be made by phone (during ACECQA office hours), Australia Post money order, international money order, or bank cheque made payable to 'ACECQA'.

There is no refund if an application is unsuccessful or if an applicant chooses to withdraw the application after it has been submitted.

### What happens after I submit an application?

ACECQA will email you within 10 working days to acknowledge receipt of your application and provide confirmation of payment. ACECQA is committed to processing applications within 60 days from receiving a complete application. You are responsible for ensuring that the application is properly filled in and all relevant documents have been provided. If ACECQA needs to request additional information or documents, then the application process will be delayed.

In processing the application, ACECQA may take steps to verify the information provided in your application.

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

# ASSESSMENT GUIDELINES FOR ORGANISATION APPLICANTS

## FIRST AID, EMERGENCY ASTHMA, ANAPHYLAXIS MANAGEMENT

### How long does approval by ACECQA last for?

Nationally or formally accredited training courses are approved by ACECQA for a period of five years from the date of approval. Non-accredited asthma and anaphylaxis training courses developed in consultation with and accepted by technical experts and practitioners are typically approved for a period of three years with the option for extension to five years if there are no significant changes or concerns with the course.

### Can I make changes to an approved training course?

If you want to make changes to your approved training course that do not significantly affect the course or student outcomes, you can submit a [minor amendment notification form](#).

A new application will need to be submitted for any changes that affect student outcomes or the way the training course meets ACECQA's assessment guidelines.

### Will my application remain confidential?

Information provided by you will be handled in line with [ACECQA's Privacy Policy](#). ACECQA may need to disclose information to some third parties to verify the information provided in your application.

### Can I appeal the outcome of the assessment?

ACECQA will consider requests for internal review in limited circumstances. Those circumstances include where the application process has been flawed or unfair, or if ACECQA failed to give weight to special circumstances or facts existing at the time of the assessment.

### How can I complain about the application process?

Complaints about the fairness of an application process can be made in writing to ACECQA. If ACECQA is unable to resolve a complaint, then you can contact the National Education and Care Services Ombudsman. More information is available on the NECS website: [necsopic.edu.au](http://necsopic.edu.au)

### Where can I get further information?

Any other questions or queries can be directed to [apply@acecqa.gov.au](mailto:apply@acecqa.gov.au) or call us on 1300 422 327.

<h2>FIRST AID</h2>	
<b>Endorsement or accreditation</b>	Evidence of national endorsement or evidence of state/territory based accreditation
<b>Suitability of the course for education and care services</b>	<p>Evidence of training that relates to, and is appropriate for, children, including:</p> <ul style="list-style-type: none"> <li>▶ Emergency life support and cardio-pulmonary resuscitation</li> <li>▶ Convulsions</li> <li>▶ Poisoning</li> <li>▶ Respiratory difficulties</li> <li>▶ Management of severe bleeding</li> <li>▶ Injury and basic wound care</li> <li>▶ Administration of an auto-immune adrenalin device.</li> </ul>

## EMERGENCY ASTHMA MANAGEMENT TRAINING

<p><b>Endorsement or accreditation or evidence of consultation with an acceptance by technical experts and practitioners</b></p>	<p>Evidence of national endorsement or evidence of state/territory based accreditation or evidence of consultation with and acceptance by technical experts and practitioners</p>
<p><b>Suitability of the course for education and care services</b></p>	<p>Evidence of training quality Evidence of training that relates to, and is appropriate for, children including:</p> <ul style="list-style-type: none"> <li>▶ Asthma symptoms and triggers</li> <li>▶ Recognising asthma emergencies</li> <li>▶ Medication and devices</li> <li>▶ Asthma first aid.</li> </ul>

## ANAPHYLAXIS MANAGEMENT TRAINING

**Endorsement or accreditation or evidence of consultation with an acceptance by technical experts and practitioners**

Evidence of national endorsement  
or evidence of state/territory based accreditation  
or evidence of consultation with and acceptance by technical experts and practitioners

**Suitability of the course for education and care services**

Evidence of training quality  
Evidence of training that relates to, and is appropriate for, children including:

- ▶ Anaphylactic symptoms and triggers
- ▶ Recognition and management of anaphylactic shock reaction
- ▶ Risk minimisation and management strategies for allergic reaction and anaphylaxis
- ▶ Administration of auto-immune adrenalin device and resuscitation
- ▶ First aid management of allergic reactions and anaphylaxis.