

What are these requirements for?

Under the *Education and Care Services National Law*, ACECQA determines and publishes lists of approved training for educators and teachers under the National Quality Framework (NQF):

- First aid training
- Emergency asthma management training
- Anaphylaxis management training.

ACECQA will assess training applications using the requirements at **Attachment A**, which are grouped into the following areas:

- Endorsement or accreditation
- Suitability for children's education and care services
- Practical assessment
- Course content.

If you are concerned that your training may not satisfy our requirements, you can seek general advice from us before lodging your application.

ACECQA approves training for a **five year period** (unless the training undergoes significant changes during that timeframe). To ensure continuity of delivery, we strongly recommend submitting your application for renewal **at least six months** prior to your current approval expiring.

What happens after an application is submitted to ACECQA?

ACECQA will provide an email acknowledging receipt of the application within **10 working days**.

It is the responsibility of the applicant to ensure the application form is completed appropriately and that all relevant documents have been provided. ACECQA is committed to processing applications within **60 calendar days of receiving a complete application**.

If we need to request additional information or documentation, the application process will be delayed.

ACECQA will provide an email confirming the outcome of an application by email.

Can changes be made to training after it has been approved by ACECQA?

As long as the proposed changes do not significantly affect the training or student outcomes, ACECQA will consider a request for a minor amendment to approved training.

A new application will need to be submitted for any significant changes that affect the training or student outcomes, including changes that may mean our requirements are no longer being met.

Can the outcome of ACECQA's assessment be appealed?

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

Complaints about the application process can be made in writing to ACECQA.

If we are unable to resolve your complaint to your satisfaction, you can contact the National Education and Care Services FOI and Privacy Commissioners and Ombudsman.

How can ACECQA be contacted?

Any questions or queries about the application and assessment process can be directed to 1300 422 327 or apply@acecqa.gov.au.

First Aid Training	
Endorsement or accreditation	<ul style="list-style-type: none"> ▶ Evidence of national endorsement or evidence of state/territory based accreditation or evidence of consultation and input by technical experts and practitioners ▶ Evidence of consultation with the children's education and care sector ▶ Evidence of training quality and course evaluation.
Suitability for children's education and care services	<p>Evidence of training that relates to, and is appropriate for, babies, toddlers, children and adults in an education and care setting, including:</p> <ul style="list-style-type: none"> ▶ reference to relevant national and/or jurisdictional regulations ▶ current first aid codes of practice ▶ first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies ▶ reference to children's education and care workplace procedures.
Practical assessment	<p>Evidence of practical assessment of the course content, including but not limited to:</p> <ul style="list-style-type: none"> ▶ performing emergency life support and cardio-pulmonary resuscitation on an adult, child and infant manikin following current best practice guidelines ▶ administration of an adrenaline autoinjector device following current best practice guidelines ▶ administration of current best practice guidelines for respiratory distress, including asthma.
Course content	<p>Evidence of training that relates to responding to an emergency situation and applying appropriate first aid procedures in an education and care setting, including:</p> <ul style="list-style-type: none"> ▶ emergency life support and cardio-pulmonary resuscitation ▶ convulsions ▶ poisoning ▶ respiratory difficulties ▶ management of severe bleeding ▶ injury and basic wound care ▶ administration of an adrenaline autoinjector device ▶ incident reporting and review.

Emergency Asthma Management Training	
Endorsement or accreditation	<ul style="list-style-type: none"> ▶ Evidence of national endorsement or evidence of state/territory based accreditation or evidence of consultation and input by technical experts and practitioners ▶ Evidence of consultation with the children's education and care sector ▶ Evidence of training quality and course evaluation.
Suitability for children's education and care services	<p>Evidence of training that relates to, and is appropriate for, babies, toddlers, children and adults in an education and care setting, including:</p> <ul style="list-style-type: none"> ▶ reference to relevant national and/or jurisdictional regulations ▶ current first aid codes of practice ▶ reference to Australian national peak clinical bodies ▶ reference to children's education and care workplace procedures.
Practical assessment	<p>Evidence of practical assessment of the administration of asthma medication, including the use of spacers for babies and young children.</p>
Course content	<p>Evidence of training that relates to emergency asthma management in an education and care setting, including:</p> <ul style="list-style-type: none"> ▶ asthma symptoms and triggers ▶ recognising asthma emergencies ▶ medication and devices ▶ asthma first aid ▶ emergency action plans for known medical conditions ▶ incident reporting and review.

Anaphylaxis Management Training	
Endorsement or accreditation	<ul style="list-style-type: none"> ▶ Evidence of national endorsement or evidence of state/territory based accreditation or evidence of consultation and input by technical experts and practitioners ▶ Evidence of consultation with the children's education and care sector ▶ Evidence of training quality and course evaluation.
Suitability for children's education and care services	<p>Evidence of training that relates to, and is appropriate for, babies, toddlers, children and adults in an education and care setting, including:</p> <ul style="list-style-type: none"> ▶ reference to relevant national and/or jurisdictional regulations ▶ current first aid codes of practice ▶ reference to Australian national peak clinical bodies ▶ reference to children's education and care workplace procedures.
Practical assessment	Evidence of practical assessment of the administration of all currently approved adrenalin injector devices.
Course content	<p>Evidence of training that relates to anaphylaxis management in an education and care setting, including:</p> <ul style="list-style-type: none"> ▶ anaphylactic symptoms and triggers ▶ recognition and management of anaphylactic shock reaction ▶ risk minimisation and management strategies for allergic reaction and anaphylaxis ▶ administration of adrenaline autoinjector device and resuscitation ▶ first aid management of allergic reactions and anaphylaxis ▶ emergency action plans for known medical conditions ▶ incident reporting and review.