

DAMA Skills Assessment Application Guidelines



Australian Children's
Education & Care
Quality Authority



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Introduction

The Australian Children's Education and Care Quality Authority (ACECQA) is an independent national authority that assists governments in administering the National Quality Framework (NQF) for children's education and care.

Under the Education and Care Services National Law ACECQA is responsible for publishing a list of approved qualifications under the NQF. Educators who hold a qualification that is not published on this list can submit an application to ACECQA to determine if their qualification is equivalent to an approved education and care qualification under the NQF. The NQF assessment is **not** for migration purposes.

ACECQA is also the approved assessing authority for the Child Care Centre Manager and Child Care Worker (group leaders only) occupations under the standard Skilled Migration Program. It is ACECQA's responsibility to set the Assessment Standards and complete skills assessments for applicants applying for a skilled migration visa under these occupations.

In addition, ACECQA is the assessing authority for the Child Care Worker and Family Day Care Worker occupations for relevant Designated Area Migration Agreements (DAMAs). A DAMA is a formal agreement between the Australian Government and a regional, state or territory authority. It provides access to more overseas workers than the standard skilled migration program. DAMAs operate under an agreement-based framework, providing flexibility for regions to respond to their unique economic and labour market conditions.

These guidelines outline the assessment process and provide guidance to applicants on how to submit a DAMA skills assessment application.

Eligibility

You are eligible to apply for a DAMA skills assessment if your nominated occupation is Child Care Worker and you intend to migrate to Australia under one of the following DAMA programs:

- [Goldfields Western Australia](#)
- [Far North Queensland](#)
- [Orana New South Wales](#)
- [East Kimberley Region in Western Australia](#)
- [South West Region of Western Australia](#)
- [Pilbara Region in Western Australia](#)
- [Townsville](#)
- [Great South Coast Region of Victoria](#)

You are eligible to apply for an ACECQA DAMA skills assessment if your nominated occupation is Family Day Care Worker and you intend to migrate to Australia under the following DAMA program:

- [Goldfields Western Australia](#)

Fees

Type of Application	Fee
DAMA Skills Assessment Application	\$1100 (Incl. GST)
Skills Assessment Review Application	\$990 (Incl. GST)



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.

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.

Assessment Standards

Individual DAMAs set the assessment standards against which a person's skills are assessed for the Child Care Worker and Family Day Care Worker occupations. The Assessment Standards for each DAMA are set out below.

Goldfields Western Australia Assessment Standards (Child Care Worker occupation)

Qualifications and Skills	An ACECQA nationally approved certificate III level (or higher) early childhood education and care qualification.
Employment Experience	<p>For applicants applying for a Temporary Skills Shortage (TSS) (subclass 482) visa or Skilled Employer Sponsored Regional (Provisional) (SESR) (subclass 494) visa or Employer Nomination Scheme (ENS) (subclass 186) visa:</p> <ul style="list-style-type: none"> Evidence of a minimum of one year (minimum 20 hours per week) employment experience as a Child Care Worker in a regulated early childhood education and care service. <p>Expected responsibilities for all visa types during the employment include:</p> <ul style="list-style-type: none"> provide education and care for babies, toddlers and children prepare materials and equipment to support children's learning and development provide experiences to support children's play and learning ensure the health and safety of children support and supervise the daily routines of children support children to develop cooperative behaviour
Currency of Employment	<p>The employment experience needs to have been completed after you were awarded your qualification.</p> <p>To ensure currency of skills, employment experience needs to have been completed within the past five years.</p>

Far North Queensland Assessment Standards

Qualifications and Skills	An ACECQA nationally approved certificate III level (or higher) early childhood education and care qualification, that is equivalent to an Australian Qualifications Framework (AQF) Certificate IV (or higher).
Employment Experience	<p>For applicants applying for a Temporary Skills Shortage (TSS) (subclass 482) visa or Skilled Employer Sponsored Regional (Provisional) (SESR) (subclass 494) visa:</p> <ul style="list-style-type: none"> Evidence of a minimum of one year (minimum 20 hours per week) employment experience as a Child Care Worker in a regulated early childhood education and care service. <p>For applicants applying for an Employer Nomination Scheme (ENS) (subclass 186) visa:</p> <ul style="list-style-type: none"> Evidence of a minimum of three years (minimum 38 hours per week) employment experience as a Child Care Worker in a regulated early childhood education and care setting for the sponsoring employer. <p>Expected responsibilities for all visa types during the employment include:</p> <ul style="list-style-type: none"> provide education and care for babies, toddlers and children prepare materials and equipment to support children's learning and development provide experiences to support children's play and learning ensure the health and safety of children support and supervise the daily routines of children support children to develop cooperative behaviour
Currency of Employment	<p>The employment experience can be completed while you were completing your qualification provided the employment experience was at the same skilled level.</p> <p>To ensure currency of skills, employment experience needs to have been completed within the past five years.</p>

Orana Assessment Standards

Qualifications and Skills	An ACECQA nationally approved certificate III level (or higher) early childhood education and care qualification.
Employment Experience	<p>For applicants applying for a Temporary Skills Shortage (TSS) (subclass 482) visa:</p> <ul style="list-style-type: none"> • Evidence of a minimum of one year (minimum 20 hours per week, where the applicant holds an approved Certificate III) employment experience as a Child Care Worker in a regulated early childhood education and care service; or • Evidence of a minimum of one year (minimum 38 hours per week if the approved AQF qualification was undertaken in Australia) employment experience as a Child Care Worker in a regulated early childhood education and care service. <p>For applicants applying for a Skilled Employer Sponsored Regional (Provisional) (SESR) (subclass 494) visa:</p> <ul style="list-style-type: none"> • Evidence of a minimum of one year (minimum 20 hours per week, where the applicant holds an approved Certificate III) employment experience as a Child Care Worker in a regulated early childhood education and care service; or • Evidence of a minimum of two years (minimum 38 hours per week if the approved AQF qualification was undertaken in Australia) employment experience as a Child Care Worker in a regulated early childhood education and care service. <p>For applicants applying for an Employer Nomination Scheme (ENS) (subclass 186) visa:</p> <ul style="list-style-type: none"> • Evidence of a minimum of three years (minimum 38 hours per week) employment experience as a Child Care Worker in a regulated early childhood education and care setting for the sponsoring employer. <p>Expected responsibilities for all visa types during the employment include:</p> <ul style="list-style-type: none"> • provide education and care for babies, toddlers and children • prepare materials and equipment to support children's learning and development • provide experiences to support children's play and learning • ensure the health and safety of children • support and supervise the daily routines of children • support children to develop cooperative behaviour
Currency of Employment	<p>The employment experience needs to have been completed after you were awarded your qualification.</p> <p>To ensure currency of skills, employment experience needs to have been completed within the past five years.</p>

East Kimberley Region in Western Australia Assessment Standards

Qualifications and Skills	An ACECQA nationally approved certificate III level (or higher) early childhood education and care qualification.
Employment Experience	<p>For applicants applying for a Temporary Skills Shortage (TSS) (subclass 482) visa or Skilled Employer Sponsored Regional (Provisional) (SESR) (subclass 494) visa:</p> <ul style="list-style-type: none"> Evidence of a minimum of one year (minimum 20 hours per week if the approved AQF qualification was undertaken in Australia) employment experience as a Child Care Worker in a regulated early childhood education and care service; or Evidence of a minimum of one year (minimum 38 hours per week) employment experience as a Child Care Worker in a regulated early childhood education and care service. <p>For applicants applying for an Employer Nomination Scheme (ENS) (subclass 186) visa:</p> <ul style="list-style-type: none"> Evidence of a minimum of three years (minimum 38 hours per week) employment experience as a Child Care Worker in a regulated early childhood education and care setting for the sponsoring employer. <p>Expected responsibilities for all visa types during the employment include:</p> <ul style="list-style-type: none"> provide education and care for babies, toddlers and children prepare materials and equipment to support children's learning and development provide experiences to support children's play and learning ensure the health and safety of children support and supervise the daily routines of children support children to develop cooperative behaviour
Currency of Employment	<p>The employment experience needs to have been completed after you were awarded your qualification.</p> <p>To ensure currency of skills, employment experience needs to have been completed within the past five years.</p>

South West Region of Western Australia Assessment Standards

Qualifications and Skills	An ACECQA nationally approved certificate III level (or higher) early childhood education and care qualification.
Employment Experience	<p>For applicants applying for a Temporary Skills Shortage (TSS) (subclass 482) visa:</p> <ul style="list-style-type: none"> Evidence of a minimum of one year (minimum 38 hour per week if the approved AQF qualification was undertaken in Australia) employment experience as a Child Care Worker in a regulated early childhood education and care service; or Evidence of a minimum of two years (minimum 38 hour per week) employment experience as a Child Care Worker in a regulated early childhood education and care service. <p>For applicants applying for a Skilled Employer Sponsored Regional (Provisional) (SESR) (subclass 494) visa and Employer Nomination Scheme (ENS) (subclass 186) visa:</p> <ul style="list-style-type: none"> Evidence of a minimum of three years (minimum 38 hours per week) employment experience as a Child Care Worker in a regulated early childhood education and care setting for the sponsoring employer. <p>Expected responsibilities for all visa types during the employment include:</p> <ul style="list-style-type: none"> provide education and care for babies, toddlers and children prepare materials and equipment to support children's learning and development provide experiences to support children's play and learning ensure the health and safety of children support and supervise the daily routines of children support children to develop cooperative behaviour
Currency of Employment	<p>The employment experience can be completed while you are completing your qualification provided the employment experience was at the same skilled level.</p> <p>To ensure currency of skills, employment experience needs to have been completed within the past five years.</p>

Pilbara Region in Western Australia Assessment Standards

Qualifications and Skills	An ACECQA nationally approved certificate III level (or higher) early childhood education and care qualification.
Employment Experience	<p>For applicants applying for a Temporary Skills Shortage (TSS) (subclass 482) visa:</p> <ul style="list-style-type: none"> Evidence of a minimum of one year (minimum 38 hour per week if the approved AQF qualification was undertaken in Australia) employment experience as a Child Care Worker in a regulated early childhood education and care service; or Evidence of a minimum of two years (minimum 38 hour per week) employment experience as a Child Care Worker in a regulated early childhood education and care service. <p>For applicants applying for a Skilled Employer Sponsored Regional (Provisional) (SESR) (subclass 494) visa:</p> <ul style="list-style-type: none"> Evidence of a minimum of two years (minimum 38 hours per week) employment experience as a Child Care Worker in a regulated early childhood education and care service. <p>For applicants applying for an Employer Nomination Scheme (ENS) (subclass 186) visa:</p> <ul style="list-style-type: none"> Evidence of a minimum of three years (minimum 38 hours per week) employment experience as a Child Care Worker in a regulated early childhood education and care setting for the sponsoring employer. <p>Expected responsibilities for all visa types during the employment include:</p> <ul style="list-style-type: none"> provide education and care for babies, toddlers and children prepare materials and equipment to support children's learning and development provide experiences to support children's play and learning ensure the health and safety of children support and supervise the daily routines of children support children to develop cooperative behaviour
Currency of Employment	<p>The employment experience needs to have been completed after you were awarded your qualification.</p> <p>To ensure currency of skills, employment experience needs to have been completed within the past five years.</p>

Townsville Assessment Standards

Qualifications and Skills	An ACECQA nationally approved certificate III level (or higher) early childhood education and care qualification.
Employment Experience	<p>For applicants applying for a Temporary Skills Shortage (TSS) (subclass 482) visa:</p> <ul style="list-style-type: none"> Evidence of a minimum of one year (minimum 38 hours per week) employment experience as a Child Care Worker in a regulated early childhood education and care service. <p>For applicants applying for a Skilled Employer Sponsored Regional (Provisional) (SESR) (subclass 494) visa:</p> <ul style="list-style-type: none"> Evidence of a minimum of two years (minimum 38 hours per week) employment experience as a Child Care Worker in a regulated early childhood education and care setting for the sponsoring employer. <p>For applicants applying for an Employer Nomination Scheme (ENS) (subclass 186) visa:</p> <ul style="list-style-type: none"> Evidence of a minimum of three years (minimum 38 hours per week) employment experience as a Child Care Worker in a regulated early childhood education and care setting for the sponsoring employer. <p>Expected responsibilities for all visa types during the employment include:</p> <ul style="list-style-type: none"> provide education and care for babies, toddlers and children prepare materials and equipment to support children's learning and development provide experiences to support children's play and learning ensure the health and safety of children support and supervise the daily routines of children support children to develop cooperative behaviour
Currency of Employment	<p>The employment experience needs to have been completed after you were awarded your qualification.</p> <p>To ensure currency of skills, employment experience needs to have been completed within the past five years.</p>

Great South Coast Region of Victoria Assessment Standards

Qualifications and Skills	An ACECQA nationally approved certificate III level (or higher) early childhood education and care qualification.
Employment Experience	<p>For applicants applying for a Temporary Skills Shortage (TSS) (subclass 482) visa:</p> <ul style="list-style-type: none"> • Evidence of a minimum of one year (minimum 38 hour per week if the approved AQF qualification was undertaken in Australia) employment experience as a Child Care Worker in a regulated early childhood education and care service; or • Evidence of a minimum of two years (minimum 38 hour per week) employment experience as a Child Care Worker in a regulated early childhood education and care service. <p>For applicants applying for a Skilled Employer Sponsored Regional (Provisional) (SESR) (subclass 494) visa:</p> <ul style="list-style-type: none"> • Evidence of a minimum of two years (minimum 38 hours per week) employment experience as a Child Care Worker in a regulated early childhood education and care service. <p>For applicants applying for an Employer Nomination Scheme (ENS) (subclass 186) visa:</p> <ul style="list-style-type: none"> • Evidence of a minimum of three years (minimum 38 hours per week) employment experience as a Child Care Worker in a regulated early childhood education and care setting for the sponsoring employer. <p>Expected responsibilities for all visa types during the employment include:</p> <ul style="list-style-type: none"> • provide education and care for babies, toddlers and children • prepare materials and equipment to support children's learning and development • provide experiences to support children's play and learning • ensure the health and safety of children • support and supervise the daily routines of children • support children to develop cooperative behaviour
Currency of Employment	<p>The employment experience can be completed while you were completing your qualification provided the employment experience was at the same skilled level.</p> <p>To ensure currency of skills, employment experience needs to have been completed within the past five years.</p>

Goldfields Western Australia Assessment Standards (Family Day Care Worker occupation)

<p>Qualifications and skills</p>	<p>Individuals must:</p> <ul style="list-style-type: none"> • hold an equivalent Australian Qualifications Framework (AQF) Certificate II level early childhood education and care qualification and be 'actively working towards' an ACECQA nationally approved Certificate III in early childhood education and care qualification; or • hold an ACECQA nationally approved Certificate III level (or higher) early childhood education and care qualification.
<p>Employment Experience</p>	<p>For applicants applying for a Temporary Skills Shortage (TSS) (subclass 482) visa or Skilled Employer Sponsored Regional (Provisional) (SESR) (subclass 494) visa or Employer Nomination Scheme (ENS) (subclass 186) visa:</p> <ul style="list-style-type: none"> • Evidence of a minimum of one and a half years (minimum 20 hours per week, where the applicant holds an equivalent AQF Certificate II) employment experience as a Child Care Worker in a regulated early childhood education and care service; or • Evidence of a minimum of one year (minimum 20 hours per week, where the applicant holds an approved Certificate III) employment experience as a Child Care Worker in a regulated early childhood education and care service. <p>Expected responsibilities for all visa types during the employment include:</p> <ul style="list-style-type: none"> • provide education and care for babies, toddlers and children • prepare materials and equipment to support children's learning and development • provide experiences to support children's play and learning • ensure the health and safety of children • support and supervise the daily routines of children • support children to develop cooperative behaviour
<p>Currency of Employment</p>	<p>Employment experience must be completed after you were awarded your qualification.</p> <p>To ensure currency of skills, employment experience needs to have been completed within the past five years.</p>

Qualification Requirements

Depending on which DAMA program an individual is applying for, applicants must either hold or be enrolled in and 'actively working towards' an ACECQA nationally approved qualification.

There are three ways an applicant can hold an ACECQA nationally approved qualification, these are:

- hold a nationally approved qualification published on ACECQA's [NQF approved qualifications list](#)
- taken to hold an approved certificate III, diploma or early childhood teacher (ECT) qualification under a former law in Australia
- hold a qualification that ACECQA has assessed and approved as equivalent to an approved certificate III, diploma or ECT level qualification under the NQF.

The ACECQA [qualifications checker](#) may assist you to determine whether you hold or are 'actively working towards' an ACECQA nationally approved qualification.

Applicants that do not hold an ACECQA nationally approved qualification will need to have their qualification/s assessed under the NQF. However, this will be completed as part of your skills assessment application, you **do not** need to submit a separate application or pay an additional fee.

The [qualification requirements](#) for assessments under the NQF can be found on the ACECQA website. Assessments under the NQF include a requirement for evidence of English language proficiency.

Application Process

The paper based application form can be found on the ACECQA website under the [DAMA Skills Assessment](#) section of the Qualifications tab.

Applicants are required to complete the DAMA 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 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 skills assessment will need to be provided with your visa application to the Department of Home Affairs.

If your application is unsuccessful you will receive reasons for the decision, the steps you could take to be successful in future and information on the review 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.

Supporting Evidence

All documents need to be [certified colour copies](#) of the original document. If your documents are in a language other than English they will need to be translated into English. You will need to provide certified colour copies of both the original and translated documents.

The supporting evidence required as part of your application will depend on whether you already hold an ACECQA nationally approved diploma level (or higher) qualification or need your qualifications assessed under the NQF as part of your skills assessment.

Hold a qualification published on the approved NQF list

If you hold a nationally approved qualification published on [ACECQA's NQF approved qualifications list](#) you will need to provide the following evidence with your application:

- certified colour copy of the parchment for your qualification
- certified colour copy of the official transcript for your qualification (including all years of study)
- certified colour copy of the identity page of your valid passport
- certified colour copy of evidence of change of name (if applicable)
- certified colour copy of your formal employment contract and formal position description
- certified colour copy of the evidence of service registration/regulation for each period of relevant employment
- Employer Reference Template/s (for all employment being claimed in your application)
- Employment Experience Template/s (for all employment claimed in your application)
- Applicant Declaration and Consent Form
- Authorised Representative Declaration and Consent Form (if applicable) (not for Migration agents)
- Migration Agent Declaration and Consent Form (if applicable) (for Migration Agents only)

Taken to hold an approved certificate III level (or higher) qualification

The Education and Care Services National Regulations (the National Regulations) contain transitional provisions that outline the conditions under which a person is taken to be qualified, or to hold an approved qualification under the *Education and Care Services National Law* (the National Law).

Individuals that had their qualifications assessed and approved prior to 1 January 2012 (1 August 2012 in Western Australia) and were working in a regulated education and care service are taken to hold an approved qualification under the NQF. You can use ACECQA's [qualifications checker](#) to assist you to determine whether you are taken to hold an approved qualification under the NQF. Alternatively, we recommend you contact the [regulatory authority](#) in the state or territory where you received prior approval.

If you are taken to hold a diploma (or higher) level qualification under the NQF you will need to provide the following evidence with your application:

- certified colour copy of the letter approving your qualification under former law
- certified colour copy of the parchment for your qualification
- certified colour copy of the official transcript for your qualification (including all years of study)
- evidence you were employed in an Australian regulated service immediately prior to 1 January 2012 (1 August 2012 in Western Australia)
- certified colour copy of the identity page of your valid passport
- certified colour copy of evidence of change of name (if applicable)
- certified colour copy of your formal employment contract and formal position description
- certified colour copy of the evidence of service registration/regulation for each period of relevant employment
- Employer Reference Template/s (for all employment being claimed in your application)
- Employment Experience Template/s (for all employment claimed in your application)
- Applicant Declaration and Consent Form
- Authorised Representative Declaration and Consent Form (if applicable) (not for Migration agents)
- Migration Agent Declaration and Consent Form (if applicable) (for Migration Agents only)

ACECQA has assessed and approved your qualification

If you have previously submitted an application to ACECQA to have your qualifications assessed under the NQF, you will need to provide the following evidence with your application:

- copy of the decision letter or certificate provided by ACECQA
- certified colour copy of the identity page of your valid passport
- certified colour copy of evidence of change of name (if applicable)
- certified colour copy of your formal employment contract and formal position description
- certified colour copy of the evidence of service registration/regulation for each period of relevant employment
- Employer Reference Template/s (for all employment being claimed in your application)
- Employment Experience Template/s (for all employment claimed in your application)
- Applicant Declaration and Consent Form
- Authorised Representative Declaration and Consent Form (if applicable) (not for Migration agents)
- Migration Agent Declaration and Consent Form (if applicable) (for Migration Agents only).

Enrolled in and 'actively working towards' a qualification published on the approved NQF list

If you are enrolled in and 'actively working towards' a nationally approved qualification published on [ACECQA's NQF approved qualifications list](#) you will need to provide the following evidence with your application:

- evidence of your enrolment in an approved qualification (formally issued by your RTO or institutions where you are studying)
- certified colour copy of the identity page of your valid passport
- certified colour copy of evidence of change of name (if applicable)
- certified colour copy of your formal employment contract and formal position description
- certified colour copy of the evidence of service registration/regulation for each period of relevant employment
- Employer Reference Template/s (for all employment being claimed in your application)
- Employment Experience Template/s (for all employment claimed in your application)
- Applicant Declaration and Consent Form
- Authorised Representative Declaration and Consent Form (if applicable) (not for Migration agents)
- Migration Agent Declaration and Consent Form (if applicable) (for Migration Agents only)

Please note: this is only applicable to applicants applying for the Family Day Care Worker occupation.

Require your qualifications to be assessed under the NQF

If you do not currently hold an ACECQA nationally approved qualification you will need to submit the following evidence with your application:

- certified colour copy of the parchment for your qualification/s
- certified colour copy of the official transcript for your qualification/s (including all years of study)
- certified colour copy of the identity page of your valid passport
- certified colour copy of evidence of change of name (if applicable)
- certified colour copy of your formal employment contract and formal position description
- certified colour copy of the evidence of service registration/regulation for each period of relevant employment
- Employer Reference Template/s (for all employment being claimed in your application)
- Employment Experience Template/s (for all employment claimed in your application)
- Applicant Declaration and Consent Form



- Authorised Representative Declaration and Consent Form (if applicable) (not for Migration agents)
- Migration Agent Declaration and Consent Form (if applicable) (for Migration Agents only)
- Australian teacher registration/accreditation (if applicable)
- NQF Applicant Declaration and Consent Form (this is separate to the skilled migration declaration and consent form)
- Evidence of English language proficiency.

ACECQA accepts the following as evidence of English language proficiency:

- one year of full-time tertiary or higher education level study in either: Australia, New Zealand, Ireland, Canada, the United Kingdom or the United States of America, or
- a score of seven (7.0) or more in the reading and writing components, and a score of eight (8.0) or more in the speaking and listening components, in the academic version of the International English Language Testing System (IELTS) exam in the last two years.

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

Evidence of 'actively working toward' an approved qualification

This refers to the ACECQA nationally approved early childhood education and care qualification you are enrolled in and actively completing. To meet this requirement, you will need to provide a statement from the RTO or Institution where you are enrolled and studying. This statement must:

- be on letterhead
- confirm the enrolment details of your qualification
- confirm you are actively continuing your studies
- be signed, dated and include the name, position and contact details of the person making the statement.

Certified documents

A certified document is a copy of an original document that has been sighted and signed by a person officially authorised to confirm that it is a true and accurate duplicate of the original document.

To [certify your documents](#) you will need to take the original documents and colour photocopies of your documents to a representative who is authorised to certify them. The authorised person will sight the originals and the photocopies to ensure they are identical. The authorised representative must declare on each photocopy that it is a true copy of the original document.

Certified documents must:

- be colour photocopies of the original document
- be certified on each page of the document
- always be made on the front of the document. Documents should never be certified on the blank page on the back of a document
- list the authorised person's name, position or registration number (if relevant), date of certification and have the stamp or seal of the authorised person (if relevant)
- be legible with all text visible on the page
- be in English.

Who can certify documents?

If you are in Australia your documents must be certified by a person that is authorised to certify documents in the state or territory in which you are residing. Authorised persons may include, but are not limited to, a Justice of the Peace, Solicitor, Lawyer, Police Sergeant, Notary Public, Registered Health Practitioner (e.g. Doctor, Pharmacist) or a Member of an Australian Embassy or Consulate.

If you are overseas, your documents must be certified by a person who is legally able to certify documents in that country. All certifications must be completed in English.

Translating documents

If your documents are in a language other than English you must have these documents translated. ACECQA requires a certified colour copy of both the original and translated documents.

If the documents are translated in Australia, the translator must be NAATI accredited. You can locate your nearest [NAATI accredited](http://www.naati.com.au) translator on the following website: www.naati.com.au.

If your documents are being translated overseas they must be translated by a person authorised to translate documents in that country.

Employment experience

You are required to submit evidence of your employment experience as part of your application. The number of years of full time employment experience required will depend on the DAMA you are applying under. Please refer to the Assessment Standards to determine the number of years required as part of your application.

To meet the assessment requirements your employment experience needs to have been completed after you were awarded your ACECQA nationally approved qualification, unless you are applying under the Far North Queensland, Great South Coast Region of Victoria or South West Region of Western Australia DAMA programs. To ensure currency of skills, employment experience needs to have been completed within the past five years.

You will need to complete an [Employment Experience Template](#) for all employment experience being claimed as part of your assessment. The number of templates submitted with your application will depend on whether your employment experience was with one or multiple employers.

You will also need to have your employer complete an [Employer Reference Template](#) for all employment experience being claimed as part of your assessment. The individual completing this form on your behalf must be the direct supervisor or other individual who oversaw or witnessed you performing the duties of your role.

In addition, you will need to provide a copy of your formal employment contract and position description in the relevant occupation. These documents are typically provided to you by your employer at the commencement of your employment, are on appropriate organisation stationery and detail the conditions of your employment, standard duties and responsibilities of the role in which you are employed and role reporting structure.

You must also provide evidence to demonstrate the education and care service you were employed with was appropriately registered under a relevant regulatory framework within the country where you were employed.

If your original Employer Reference Template, employment contract or position description are written in a language other than English you must provide copies of both the original document and the translation to English.

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.

Inadequate consideration of evidence

If you believe evidence provided with your application has been inadequately considered as part of your assessment this will be investigated by your case officer. If it is determined that evidence has been overlooked your application will be opened for review. You will not need to submit a review application or pay the associated review application fee.

If the case officer determines that all evidence was considered as part of the original assessment you can still have your assessment reviewed, however you will need to submit a review application and pay the fee.

If it is determined that a mistake was made with your original application, ACECQA will refund the review application fee.

Additional evidence to be provided

If you want to submit evidence that was not provided with your initial application you will need to submit a [Review Application Form](#) and pay the associated fee. Your case officer will advise what additional evidence is required to overturn the assessment outcome.

Authorised representatives and migration agents

You may nominate an authorised representative or migration agent to prepare, submit and speak to ACECQA on your behalf. All correspondence from ACECQA will be sent to both you and your representative.

Authorised representatives will need to complete an [Authorised Representative Declaration and Consent Form](#). Migration agents will need to complete a [Migration Agent Declaration and Consent Form](#). These declarations ensure 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.

Privacy

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, 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.