



## A. Education and Care Service details

---

- 1. Service details**
- Service name
- Service approval No.
- Approved provider name
- Provider approval No.
- 2. Contact details**
- Address line 1
- Address line 2
- Suburb/Town
- State/Territory
- Postcode
- Phone number:

## B. Approved Provider representative details

---

- 3. Personal details**
- Title (Mr, Mrs, Ms, Miss)
- Position title
- Given name
- Family name
- 4. Contact details**
- Email address
- Phone number

## C. Application contact details

---

- 5. Personal details**
- Title (Mr, Mrs, Ms, Miss)
- Position title
- Given name
- Family name
- 6. Contact details**
- Email address
- Phone number

## D. Service Excellent rating application history

---

Never before applied

Previously applied

Currently rated Excellent



## E. Resources

### 7. Excellent rating resources

ACECQA have a suite of resources to support services in their application of the Excellent rating. It is recommended to review these resources prior to commencing your application.

[Excellent rating eLearning module](#)

[Excellent rating Frequently asked questions](#)

[Excellent rating application guidelines](#)

[Excellent rating Participant's Handbook](#)

[Excellent rating re-application guidelines](#)

[Writing an evidence statement for the Excellent rating Information Sheet](#)

## F. Criteria

### 8. Criterion 1: Excellence in practice

You must demonstrate how your service exemplifies and promotes exceptional education and care that improves outcomes for children and families.

Nominate at least three of the following themes and attach a statement with evidence explaining how each theme is supported and promoted through your service's practice:

<b>Theme one</b> – Collaborative partnerships with professional, community or research organisations.	Statement with evidence attached
<b>Theme two</b> – Commitment to children that respects, reflects and celebrates culture and diversity, including place of origin.	Statement with evidence attached
<b>Theme three</b> – Inclusive partnerships with children and families.	Statement with evidence attached
<b>Theme four</b> – Positive workplace culture, organisational values, support of educators and sustained commitment to professional development.	Statement with evidence attached
<b>Theme five</b> – Practice and environments that enhance children's learning and growth.	Statement with evidence attached

### 9. Criterion 2: Visionary leadership

Attach a statement with evidence explaining how your service demonstrates leadership that contributes to the development of a community, a local area, or the wider education and care sector. You must show how your leadership influence extends beyond your service to lead, develop and inspire others.

Statement with evidence attached

### 10. Criterion 3: Maintaining excellence

Attach a statement with evidence explaining how your service demonstrates commitment to sustained excellent practice through continuous quality improvement and comprehensive forward planning. You must show how your service will continue to improve outcomes for children and families over the five-year rating period if awarded the Excellent rating.

Statement with evidence attached



## G. Declaration and consent

---

### 11. Applicant declaration

I,

declare that:

- I understand that providing false or misleading information is an offence. All the information provided in this application form, accompanying Excellent rated application and in any attachments I may submit during the 60-day assessment period are true, complete and correct.
- I have read and understood the [Excellent rating Application Guidelines](#), with particular attention to the criteria for the Excellent rating.
- I have read and understood ACECQA's [privacy policy](#).
- I understand that ACECQA is authorised to verify any information provided in this application with relevant third parties.
- I am aware that I may be subject to penalties under the *Education and Care Services National Law* if I provide false or misleading information in this form.
- I am aware that, if awarded an Excellent rating by ACECQA, my service may be:
  - featured in a congratulatory message on ACECQA social media and/or in other ACECQA publications
  - listed, mapped and have practice examples shared on the ACECQA Excellent rated services web pages and,
  - referred to in ACECQA publications, presentations and social media posts related to the Excellent rating and exceptional practice.
- I understand that ACECQA will contact me directly for permissions regarding using any imagery included within this application.

Signature of declarant

*If submitting electronically,  
please type your name into  
the signature box.*

Role/position of declarant

DAY / MONTH / YEAR

***Please Note: ACECQA will not accept applications where the declaration is not signed.***

## H. Privacy statement

---

ACECQA is committed to protecting personal information in accordance with the *Privacy Act 1988*.

The personal information you provide is being collected by ACECQA for the purpose of assessing your application for the Excellent rating. We are required and authorised to collect this information under the National Law.

ACECQA may use and disclose the information you provide in accordance with the National Law. When assessing your application, we must seek the advice of the regulatory authority and may make any other appropriate inquiries.

If the requested information is not provided, we may not be able to assess your application.

Our [privacy policy](#) contains information about how an individual may access and correct personal information ACECQA holds about them, and how to make a privacy complaint.



## I. Submitting your application

---

ACECQA prefers to receive applications by email. Please send this application form, and your statements with evidence addressing each of the Excellent rating criteria to:

**Email:** [excellent@acecqa.gov.au](mailto:excellent@acecqa.gov.au)

Please note: if the file size of your application is too large for email, please contact us to organise access to the ACECQA Filecloud. Alternatively, if emailing or cloud access of your application is not possible, please post it to:

**Post: Excellent rating**  
ACECQA  
PO Box 358  
Darlinghurst NSW 1300