



Navigating the NQF Approval Process

Network of Community Activities has prepared this document to assist Outside School Care Services in NSW complete the Provider Approval, Service Approval and Declaration of Fitness and Propriety forms required by the Department of Education and Communities – the Regulatory authority.

Please Note: the Regulatory Authority has approved the information in this document.

This guide comprises the questions asked in the Applications, a comment column which explains how to answer the questions and a Checklist of the documentary evidence required to be submitted with the Application.

General guidelines for completing the forms:

- Check to ensure that you have all parts to the form before going any further. Follow the instructions for completion carefully after first reading through all of the documentation.
- Carefully complete the online forms as required ensuring that you have answered all of the questions in all of the sections comprehensively and in clear format.
- Supporting documentary evidence should be attached and clearly referenced with the section and question number. This will save the Regulatory Authority officer(s) precious time searching for the information.
- Once you are satisfied that all appropriate parts of the documentation have been completed without errors or ambiguity and has all the supporting information attached it is advisable to have it checked again by someone else before returning it.
- Ensure that you keep a copy of all of the completed forms for your records!
- Please note that all forms are to be sent using the NQA ITS System. Go to:

www.acecqa.gov.au/educators-and-providers/1/applications

APPLICATION FOR PROVIDER APPROVAL – PA01

PART A: ENTITY AND MANAGEMENT TYPE	
QUESTION	COMMENTS
1: Are there multiple Applicants applying for Provider Approval?	“Multiple Applicants” refers to a number of providers who are applying together for ONE provider approval – for example, two companies that are in partnership.
2. What is your legal entity type?	Please note that a “sole proprietor” means a private individual. If you are an individual i.e. human being then tick “other”
3. What best describes your management type?	Definitions of “management type” are contained on page 4. Private not for profit – community managed refers to an Incorporated Association which is managed by a parent committee. Private not for profit – other organisation refers to other organisations, for example, Neighbourhood Centre, YMCA, PCYC, etc.
PART B: APPLICATIONS MADE BY INDIVIDUALS	
QUESTION	COMMENTS
4 to 9.	PART B only applies to individuals providing services on their own. PART C applies to “non-individuals”, e.g. Partnerships, Incorporated Associations, etc.
PART C: APPLICATIONS MADE BY NON-INDIVIDUALS	
QUESTION	COMMENTS
10 to 16.	Self explanatory.
17. Are you a trustee?	Incorporated Associations are not necessarily trustees but they can be trustees. Any entity, an individual or organisation, can be a trustee. A trustee is an entity that holds, manages or invests assets for the benefit of another entity (i.e., the beneficiary).
18. Please attach documentary evidence of the legal status of the Applicant and its constitution.	Incorporated Associations need to submit: a) Certificate of Incorporation b) Rules/Constitution of the Association c) Minutes from the last AGM that includes a list of the elected office bearers, that is, the President/Chair, Treasurer, Secretary and any “vice” positions. If you do not have a copy of a) or b) please contact the NSW Department of Fair Trading (Associations Incorporation Section) on 1800 502 042 or visit their website: www.fairtrading.nsw.gov.au
19. Has the Applicant ever been declared insolvent?	The applicant is the individual or the organisation applying for provider approval. It is not the service. The service is the business, which is owned by the provider, that delivers education and care service The financial history of an individual who is applying is dealt with

	<p>under fitness and propriety</p> <p>“Insolvent” means the inability to <i>pay all debts as and when they fall due</i>. In other words bankrupt.</p>
20. Has the Applicant ever been placed under external administration?	The function of an administrator is to audit the assets of the insolvent company. This may happen if a business was declared insolvent. The applicant is the individual or the organisation applying for provider approval. It is not the service. The service is the business, which is owned by the provider, that delivers education and care services.
21. Please provide details for each of the individuals who will be a person with management or control of a service.	<p>This refers to those people who will be a person with management or control in relation to an education and care service, for example, the President/Chair, Treasurer, Secretary and any vice positions. If a company, may be a Director. Please remember that each person listed must complete a Declaration of Fitness and Propriety (Form PA02) to be attached to the application. This is available on the DEC website under “forms” – www.det.nsw.edu.au</p> <p>Each person nominated as having management or control must also provide a criminal history record check issued not more than 6 months before the date of the declaration. (See 6(b)) of the fitness and propriety declaration, PA02. These are available through the NSW police or through various other organizations authorized to undertake this work.</p> <p>Network has negotiated with National Crime Check for these checks to be conducted. For Network members: please contact Network.</p>
22. Name and contact details for this application.	This can be anyone you choose.
PART D: APPLICANT DECLARATION	
QUESTION	COMMENTS
No question numbers allocated to this section.	<p>For Incorporated Associations, the Public Officer and one other member of the management committee are required to sign the Applicant Declaration. Two forms are provided for this purpose.</p> <p>A public officer is the official point of contact for an Incorporated Association. A committee member, an ordinary member or a person outside the association may hold the position of public officer.</p>
PART E: PAYMENT DETAILS	
QUESTION	COMMENTS
No question numbers allocated to this section.	OSHC services operating before 1 January 2012 are not required to pay a fee for Provider Approval applications, they still have to pay for Service Approval applications. <u>New</u> OSHC services are required to pay the Provider Approval fee and the Service Approval application fee.

CHECKLIST OF ATTACHMENTS FOR APPLICATION FOR PROVIDER APPROVAL – PA01

DOCUMENTARY EVIDENCE REQUIRED FOR INCORPORATED ASSOCIATIONS	TICK WHEN DOCUMENTS OBTAINED
Certificate of Incorporation	
Rules/Constitution of Association	
AGM Minutes – with list of elected office bearers	
Declaration of Fitness and Propriety – PA02 for each person with management or control eg : <ul style="list-style-type: none"> • President/Chairperson • Secretary • Treasurer • Any “vice” committee positions 	
Working With Children Check	Working with Children Check number not required for volunteers until 2017. Attach an email on letterhead to state that each person listed on the form is a volunteer.
Criminal History Check – for each person whose name is included on the Application Form.	See Network website “Member’s Area” for discounted price.

END OF APPLICATION FOR PROVIDER APPROVAL – PA01

APPLICATION FOR SERVICE APPROVAL – CENTRE BASED CARE – SA01

SECTION 1: PROVIDER INFORMATION	
PART A: PROVIDER DETAILS (INDIVIDUAL APPLICANTS)	
QUESTION	COMMENTS
1 to 3.	PART A only applies to individuals providing services on their own. PART B applies to “non-individuals”, e.g. Partnerships, Incorporated Associations, etc. Part C should also be completed by an applicant who does not have a provider approval number.
PART B: PROVIDER DETAILS (NON-INDIVIDUAL APPLICANTS)	
QUESTION	COMMENTS
4 to 6.	Any applicant other than an individual must answer these questions, e.g. Partnerships, Incorporated Associations, etc.
PART C: PROVIDER CONTACT DETAILS	
QUESTION	COMMENTS
7.	Self explanatory.
SECTION 2: SERVICE INFORMATION	
PART A: SERVICE NAME	
QUESTION	COMMENTS
8 to 10.	Self explanatory.
PART B: PROPOSED SERVICE ADDRESS AND LOCATION	
QUESTION	COMMENTS
11. Please provide the following details for the service premises.	For services that existed prior to January 1, 2012 the “proposed” location is the current location, unless the existing OSHC service is going to re-locate. The reason the form uses the word “proposed” is that this form may be used by other applicants who do not have an existing service.
12.	Self explanatory.
PART C: SERVICE CONTACT DETAILS	
QUESTION	COMMENTS
13 and 14.	Self explanatory.
PART D: SERVICE DETAILS	
QUESTION	COMMENTS
15. Proposed service commencement date.	If the service existed prior to January 1, 2012 then enter 31/12/2011. If new, insert proposed date the service will commence.
16.	Self explanatory.
17 Do you intend to operate an associated children’s service?	Does not apply to stand alone OSHC services. If you have other types of services which operated on 31 December 2011, operating in the same space, by the same provider, you should check with the Regulatory Authority –

	Department of Education and Communities (DEC)– email: cslicensing@dhs.nsw.gov.au An associated service is a non-NQF service.
18 and 19. Do you wish to include the associated children’s service in the Service Approval? YES or NO	Refer to comments for Question 17 above.
20.	Self explanatory.
21. What is the proposed maximum number of children to be educated and cared for by the centre based service?	Insert the maximum number of children you will have on the premises at any one time.
22.	Attach a copy of your Insurance Certificate of Currency. If you do not have one, contact your Insurer.
PART E: PROPOSED HOURS AND DAYS OF OPERATION OF THE SERVICE	
QUESTION	COMMENTS
23. For each operational period type please provide the start date, end date and a description of the operational period.	OSHC services may have three (3) operational periods, for example: <ul style="list-style-type: none"> • Before school care • After school care • Vacation care If this is the case for your service, you will need to photocopy page 8 and complete a third Operational Period, as the form only has provision for two Operational Periods. For “end date” – enter “Indefinite”
PART F: POLICIES AND PROCEDURES	
QUESTION	COMMENTS
24.	If you do not have all of the required policies, please contact Network of Community Activities. You must ensure that policies and procedures are appropriate for your particular service
PART G: BUILDING PREMISES INFORMATION	
QUESTION	COMMENTS
25. Please supply plans prepared by a building practitioner, which shows all of the following information.	OSHC services operating from a NSW Public School should speak to the school principal about obtaining a copy of the plans. OSHC services operating from Neighborhood or Community Centre should speak to the Manager of the Centre about obtaining a copy of the plans. OSHC services operating from a Council building should speak to Council about obtaining a copy of the plans. If your service does not operate from one of the above venues, please ring Network of Community Activities for advice. NOTE: Please refer to the Education and Care Services National Regulations, Chapter 1 – Preliminary, for the definition of “building practitioner”.
26. Please provide at least one	OSHC services operating from a NSW Public School should

of the following.	<p>speak to the school principal about obtaining information in relation to soil assessment.</p> <p>OSHC services operating from Neighborhood or Community Centre should speak to the Manager of the Centre about obtaining information in relation to soil assessment.</p> <p>OSHC services operating from a Council building should speak to Council about obtaining information in relation to soil assessment.</p> <p>See Part 2.2-Service approvals of the National Regulation 25(d) (iii)</p> <p>If your service does not operate from one of the above venues, please ring Network of Community Activities for advice.</p>
27. Is a planning permit required under the planning and development law of your jurisdiction?	<p>In NSW the consent referred to is development consent. Contact your local council to see if you need development consent for your service. See definitions in the Education and Care Services National Regulations, Chapter 1 – Preliminary, for the definitions.</p> <p>Please note we do not require the documents in 25(e) and (g) if the education and care service premises is a government or registered school.</p>
28. Is there a swimming pool or other water hazard situated on the proposed premises?	Self explanatory
29. Do you have a right to occupy the premises?	Self explanatory
30. Is the education and care services premises a Government School?	This question applies to every applicant who runs or will run a service at a Government school.
PART H: NOMINATED CERTIFIED SUPERVISOR DETAILS	
QUESTION	COMMENTS
31. Does the Nominated Supervisor have a Supervisor Certificate number?	Self explanatory.
32. Is the Nominated Supervisor a certified Supervisor under a prescribed class?	See Regulation 49.
PART I: NOMINATED CERTIFIED SUPERVISOR DETAILS	
QUESTION	COMMENTS
33. Please provide details of the Nominated Supervisor for the service.	Self explanatory.
34. Please complete the Nominated Supervisor consent form located at Appendix A of the form and include with the application.	Self explanatory.
PART J: APPLICATION CONTACT DETAILS	

QUESTION	COMMENTS
35. Name and contact details for this application.	This needs to be a person who is easily contactable by the Regulatory Authority. It could be a member of the management committee or the Nominated Supervisor.
PART K: APPLICANT DECLARATION	
QUESTION	COMMENTS
No question numbers allocated to this section.	For Incorporated associations, the Public Officer and one other member of the management committee are required to sign the Applicant Declaration. Two forms are provided for this purpose. A public officer is the official point of contact for an Incorporated Association. A committee member, an ordinary member or a person outside the association may hold the position of public officer.
PART L: PAYMENT DETAILS	
QUESTION	COMMENTS
No question numbers allocated to this section.	Self-explanatory
APPENDIX A: NOMINATED SUPERVISOR CONSENT FORM	
QUESTION	COMMENTS
1 to 7.	Self-explanatory.

CHECKLIST OF ATTACHMENTS FOR APPLICATION FOR SERVICE APPROVAL – SA01

DOCUMENTARY EVIDENCE REQUIRED	TICK WHEN DOCUMENTS OBTAINED
Certificate of Currency of Public Liability Insurance.	
Plans encompassing all factors listed in Question 25 of the Service Approval Application – SA01.	
Documentation encompassing a soil assessment as outlined in Question 26 of the Service Approval Application. Statement by applicant Reg 25 (d) (iii)	
Lease or agreement or title to use the premises.	
Nominated Supervisor’s Supervised Certificate Number (if obtained).	
Appendix A – Nominated Supervisor Consent Form – NS01 – see Question 34.	
Cheque or money order for the Service Approval Application if not paying by credit card.	
Declaration of Fitness and Propriety – PA02 for each member of the executive committee: <ul style="list-style-type: none"> • President/Chairperson • Secretary • Treasurer • Any “vice” committee positions 	

END OF APPLICATION FOR SERVICE APPROVAL – SA01

DECLARATION OF FITNESS AND PROPRIETY – PA02

QUESTION	COMMENTS
1 to 4.	Self explanatory
5.	Point C. Form available on the DEC website: https://www.det.nsw.edu.au/what-we-offer/early-childhood-education-and-care/for-providers-of-early-childhood-services/licensing-forms
6	Question 6. b. Applies to every person with control or management of an education and care service in NSW, including an OSHC service.
7.	Self explanatory.
8.	See Chapter I Preliminary 4 Definitions “overseas criminal history statement”
9.	<p>This question applies to every person who has been subject to a <i>formal disciplinary proceeding</i> or an <i>action</i> under an education law of a participating jurisdiction.</p> <p>The following are an education law in NSW: Education Act 1990, Institute of Teachers Act 2004, and Teaching Service Act 1980 (section 11 of the National Law).</p> <p>Each jurisdiction that participates in the NQF has its own education law. These jurisdictions are ACT, SA, NSW, Tasmania, Northern Territory, Victoria, Queensland and WA.</p>
10.	Will be taken into account in deciding if they are fit and proper to provide an education and care service.
Declaration	<p>For Incorporated Associations, each executive member of the management committee is required to complete the full Declaration of Fitness and Propriety - PA02.</p> <p>Executive members of the management committee comprise:</p> <ul style="list-style-type: none"> • President/Chair • Treasurer • Secretary • Any “vice” positions. <p>The individual who completes this form must complete the declaration.</p>

END OF DECLARATION OF FITNESS AND PROPRIETY – PA02