



In Home Care Educator Qualification Exemption Application

NOTE: This form is a SmartForm designed to be used in Adobe Acrobat Reader. Adobe Acrobat Reader software must be set as the default program for .pdf documents. If you do not do this you may experience difficulties using this form. If you do not currently have the Adobe Acrobat Reader software program, it is available as a free download from the [Adobe website](#).

Purpose of form

This form is for approved providers of In Home Care (IHC) Services who wish to apply for an exemption to engage IHC Educators who do not meet minimum qualification requirements, to work with families in remote or very remote areas.

Generally, all IHC Educators engaged by approved providers must hold or be actively working towards a minimum Certificate III in early childhood education and care (ECEC) qualification and cannot be a family member of the child.

Approved providers may apply to the department for an exemption to engage IHC Educators who do not meet minimum qualification requirements, where the following criteria are met:

- the educator provides IHC in a remote or very remote area according to the Accessibility and Remoteness Index of Australia (ARIA+) measure, and
- the unqualified educator has access to support and guidance from and utilises the experience of a qualified educator at least 20% of the time care is provided.

The approved provider should undertake a risk assessment to identify potential impacts and risks of engaging an unqualified educator, along with proposed mitigation strategies. This will assist the provider in determining the most suitable support plan for the educator.

Approved providers submit this application to the department at InHomeCare@education.gov.au.

The department will assess the application and may grant or refuse the exemption under section 48AA (5) of the *Child Care Subsidy Minister's Rules 2017*.

The exemption should be granted before engaging an unqualified educator.

The exempt educator should complete the IHC quality and safety eLearning modules developed by the Australian Children's Education and Care Quality Authority (ACECQA) within the first 4 weeks of commencing to provide IHC to a family. Contact IHCqualityandsafety@acecqa.gov.au to register for the e-learning modules.

Decisions are reviewable under section 108 of the *A New Tax System (Family Assistance) (Administration) Act 1999*.

A person with management or control (PMC) of the approved provider should complete the form.

The department should be notified within 7 days if an educator engaged under the exemption:

- ceases to be engaged by the IHC Service, or
- no longer provides IHC to a family in a remote or very remote area.

Learn more about [IHC qualification exemptions](#) on our website or in the [In Home Care National Guidelines](#).

Privacy statement

What is personal information?

Personal information is protected by law, including under the *Privacy Act 1988* (the Privacy Act).

Personal information is information or an opinion about an identified or reasonably identifiable individual.

Personal information can include an individual's name, signature, PRODA number and information relating to their employment.

Why are we collecting the personal information?

The personal information collected in connection with this form is collected by the department for the purposes of administering the IHC program, including monitoring exemptions to minimum qualification requirements for IHC Educator(s) working in a remote or very remote area.

The personal information may also be used for other purposes where the relevant individual agrees, or where it is otherwise permitted under the Privacy Act.

What happens if you don't provide the personal information?

If you do not provide some or all of the personal information requested, you may not be able to access the exemptions to minimum qualification requirements for IHC Educators working in remote and very remote areas.

We need consent to collect personal information from someone other than the individual concerned, unless certain exceptions apply. When you provide personal information about another individual, you need to check with them first that they agree to the information being handled in accordance with this Privacy Statement.

Who will we share the personal information with?

Personal information may also be disclosed to other parties where you have agreed, or where it is otherwise permitted under the Privacy Act. This includes disclosure of personal information to IHC Support Agencies. Personal information collected for the purposes of the IHC Educator qualification exemption application is unlikely to be disclosed to overseas recipients.

Where can you get more information?

The department's [Privacy Policy](#) contains more information about how the department will manage the personal information, including information about how to make a complaint and seek access to and correction of your personal information.

To contact the department about your personal information, email privacy@education.gov.au.

IHC Educators can get more information about the way in which the approved providers and IHC Services manages their personal information, and how to make a complaint, by contacting the approved provider directly, or via the IHC Service that engages them as an IHC Educator. Alternatively, IHC Educators can access approved provider contact details by contacting the [IHC Support Agency in their state or territory](#).

Consent

I acknowledge I have read the Privacy Statement and consent to the handling of my personal information as described in the Privacy Statement.

I declare that where I have provided personal information about any IHC Educator, I have advised that individual about the matters in this Privacy Statement and obtained their consent to the department's collection of their personal information.

Educator details

You may attach additional pages if required.

Educator 1

Full name:

PRODA number:

Family name of the family who will receive IHC:

Address where IHC will be provided:

Postcode:

A risk assessment has been undertaken to identify potential impacts and risks of engaging the unqualified educator, along with proposed mitigation strategies: Yes No

Have completed Q&S eLearning modules : Yes No **If No**, date to be completed:

This date should be within the first 4 weeks of providing IHC to the family

Supporting documentation:

- Evidence the family lives in a remote or very remote area per ASGS (ARIA+) (e.g., map extract). Yes No
- A support plan showing how the 20% interaction with a qualified educator will be achieved (modality: in person/online; frequency; documentation; and at least monthly occurrence). Yes No

Educator 2

Full name:

PRODA number:

Family name of the family who will receive IHC:

Address where IHC will be provided:

Postcode:

A risk assessment has been undertaken to identify potential impacts and risks of engaging the unqualified educator, along with proposed mitigation strategies: Yes No

Have completed Q&S eLearning modules : Yes No **If No**, date to be completed:

This date should be within the first 4 weeks of providing IHC to the family

Supporting documentation:

- Evidence the family lives in a remote or very remote area per ASGS (ARIA+) (e.g., map extract). Yes No
- A support plan showing how the 20% interaction with a qualified educator will be achieved (modality: in person/online; frequency; documentation; and at least monthly occurrence). Yes No

Educator 3

Full name:

PRODA number:

Family name of the family who will receive IHC:

Address where IHC will be provided:

Postcode:

A risk assessment has been undertaken to identify potential impacts and risks of engaging the unqualified educator, along with proposed mitigation strategies: Yes No

Have completed Q&S eLearning modules : Yes No **If No**, date to be completed:

This date should be within the first 4 weeks of providing IHC to the family

Supporting documentation:

- Evidence the family lives in a remote or very remote area per ASGS (ARIA+) (e.g., map extract). Yes No
- A support plan showing how the 20% interaction with a qualified educator will be achieved (modality: in person/online; frequency; documentation; and at least monthly occurrence). Yes No

Provider and service details

Provider name:

Provider CRN (a 9-digit number ending with a letter):

Service name:

Service CRN (a 9-digit number ending with a letter):

Person with management or control declaration

By signing this form, you agree that you:

- Have advised educators about the matters included in this document's privacy statement and obtained educator's consent to the department's collection of their personal information disclosed in this document.
- Have undertaken a risk assessment to identify potential impacts and risks of engaging the unqualified educator, along with proposed mitigation strategies.
- Verify all educators engaged under the qualification exemption work in a remote or very remote location according to the Accessibility and Remoteness Index of Australia (ARIA+) measure on the [Australian Bureau of Statistics website](#).
- Verify all educators engaged under the qualification exemption have completed the IHC quality and safety eLearning modules developed by ACECQA or will within four weeks of providing IHC to a family.
- Understand the requirements to support the educator engaged under the exemption.
- Understand the record keeping requirements involved with engaging exempt educators, including records demonstrating how these requirements are met.
- Will update the risk assessment whenever there is a change in circumstances.
- Understand you should notify the department in writing if an educator engaged under a qualification exemption ceases to be engaged by your IHC Service or ceases to work for a family located in a remote or very remote area.

Full name:

Job title:

Signature:

Date:

To use the submit button above, this form must be viewed in Acrobat Reader. It is available as a free download from the Adobe website. Alternatively, complete, download and email the form directly to InHomeCare@education.gov.au.