# PURPOSE

*Applying for status as a*

*VICTORIAN APPROVED NDIS PROVIDER* to deliver

*Early Intervention Supports for Early Childhood*

This fact sheet provides information for providers who have made an application for National Disability Insurance Scheme (NDIS) registration to deliver the registration group ***Early Intervention Supports for Early Childhood*** (short form name - Early Childhood Supports)in Victoria.

The NDIS ***Early Childhood Supports*** registration group has been matched to Victorian **Early Childhood Intervention Services (ECIS)** andis therefore in-scope of the Victorian Government’s quality and safeguards requirements.

Under these arrangements, during transition to the NDIS, providers of ***Early Childhood Supports*** in Victoriacannot finalise NDIS registration until they upload proof that they hold either**Commonwealth** or **Victorian *Approved NDIS Provider status*** to deliver ***Early Childhood Supports.***

This Fact Sheet details the process and requirements for applying to the Victorian Department of Education and Training (the Department) for ***Victorian*** *Approved NDIS Provider* status for the delivery of *Early Childhood Supports* under the NDIS. The approved departmental application form for this process is attached within this fact sheet. Applicants should ensure they read and understand the requirements and conditions to **obtain** and **maintain** status as a Victorian Approved NDIS provider of *Early Childhood Supports* **before** submitting their application.

**Please note,** providers who were registered with the Commonwealth Government as at 30 June 2016 to provide early childhood intervention through the Helping Children with Autismor Better Startprograms may obtain ***Commonwealth*** *Approved NDIS Provider* status, rather than seeking to apply for *Victorian Approved NDIS Provider* status. These providers can upload their *Helping Children with Autism* or *Better Start* registration documentation into their NDIS registration as proof of *Commonwealth Approved NDIS Provider* status. Commonwealth Approved NDIS providers will continue to be monitored by the Commonwealth Government, not Victoria.

# BACKGROUND

Under the *Bilateral Agreement for Transition to the NDIS between the Commonwealth and Victorian Governments*, both parties agreed that existing quality and safeguards would be maintained during transition to the NDIS.

This commitment is given effect through the *Victorian Quality and Safeguards Working Arrangements for Transition* (the Victorian Working Arrangements) – an agreement between the Victorian Government, the Commonwealth Government and the National Disability Insurance Agency (NDIA). The Working Arrangements took effect on 1 July 2016 and will operate until 30 June 2019. The full text of the Victorian Working Arrangements can be found at:

<https://www.ndis.gov.au/providers/vic-registering-provider.html>

Under these arrangements, the Victorian Government retains responsibility for operating quality and safeguards for a range of disability services (including early childhood intervention services for young children with a disability or developmental delay) transitioning to the NDIS until June 2019 or until the national quality and safeguards framework is implemented.

New providers who do not hold either *Commonwealth* or *Victorian Approved NDIS Provider* status and wish to deliver registration groups that are in-scope of Victoria’s quality and safeguarding must achieve and maintain status as a ***Victorian*** *Approved NDIS Provider* as a condition of NDIS registration.

Please note, if you or your organisation is also applying for NDIS registration to deliver other in- scope supports (such as supports within scope of the *Disability Act 2006* (Disability Act)) you will have to meet requirements specific to that NDIA registration group, which may include registration under the Disability Act. This is a separate process and further information about registration under the Disability Act can be found at: [http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/national-disability-insurance-agency-disability-service-providers](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies%2C-guidelines-and-legislation/national-disability-insurance-agency-disability-service-providers)

## Applying for *Victorian approved ndis provider* status- *Early Childhood Supports*

**NDIS Registration**

New providers applying for NDIS registration for ***Early Childhood Supports*** for young children with disabilities or

developmental delay will obtain *Victorian Approved NDIS Provider* status if they:

* Complete and submit the **application form** and **required associated evidence**
* Demonstrate compliance with the Victorian *Early Childhood Intervention (ECI) Standards* via **self-assessment and quality improvement planning**
* **Comply** with Victorian legislation, policies and monitoring requirements.

**Completing the Application for Victorian Approved NDIS Provider status.**

The application form is within this Fact Sheet. All applicants must complete parts A, B and C, attach the required information and email to early.childhood.intervention@edumail.vic.gov.au

**Demonstrating compliance with the Victorian Early Childhood Intervention (ECI) Standards**

At the time of application for *Victorian Approved NDIS Provider* status, prospective NDIS providers are also required to submit a completed **self-assessment report and quality improvement plan (using the approved form) that** demonstrates their capacity to meet the Victorian *ECI Standards*. At its discretion, the Department may request additional evidence from the prospective NDIS provider for the purpose of verification against the ECI Standards.

The self-assessment should demonstrate the provider’s compliance with the *ECI Standards*. Where a provider rates themselves as partially compliant against the *ECI Standards*, they must demonstrate how compliance will be achieved through their quality improvement plan. **All providers** undertaking the self-assessment process should complete a quality improvement plan, even where they believe they have fully met requirements. Undertaking organisational self-assessment and quality improvement planning reflects a culture of continuous improvement.

Sole Allied Health providers and small Allied Health consortia (four or less staff including any contractors/subcontractors) seeking *Victorian Approved NDIS Provider* status are also required to comply with the *ECI Standards*. The Department recognises that sole allied health providers or very small consortia providers may not have the documented policies and procedures in place to be able to demonstrate the required level of compliance. Where this is the case these providers must indicate in their responses to each section of the *ECI Standards* self-assessment form how they implement the standards in their practice. This group of applicants for *Victorian Approved NDIS Provider* status must also submit evidence (documentation) with their application as outlined in the application form.

It is important that all providers applying for approval status are familiar with and understand the *ECI Standards* and criteria before undertaking the self-assessment and quality improvement planning process.

The Department has developed a *Victorian ECI Standards* *Evidence Guide* to support providers undertaking the self-assessment against the ECI Standards and the Guide includes a range of evidence examples that can be used to demonstrate compliance with the *ECI Standards*. The Guide is available on the Department’s website at the following link: <http://www.education.vic.gov.au/childhood/providers/needs/Pages/ecisframework.aspx>

Where review of the self-assessment and Quality Improvement Plan indicates the provider is not able to demonstrate compliance with the *ECI Standards*, the Department may request further information from the provider. Where this additional information does not address the provider’s capacity to comply with the *ECI Standards*, the Department will advise the provider in writing of proposal to refuse *Victorian Approved NDIS Provider (Early Childhood Supports)* status*.* Refusal by the Department will result in notification to the NDIA and the provider will be unable to finalise NDIS registration to deliver these supports.

**The Victorian Early Childhood Intervention (ECI) Standards**

**The *Victorian ECI Standards*** support early childhood intervention providers to understand the Victorian Government’s expectations in regard to the quality of service delivery for young children with disability or developmental delay and their families.

The *ECI Standards* reflect the early intervention outcomes for young children with disabilities or developmental delays and their families. The standards recognise that the foundation of effective early childhood intervention is based on national and international evidence based research and the practices used by ECIS professionals are intrinsic to the delivery of outcomes for young children with disabilities or developmental delays and their families. Early childhood interventions should be individualised for each child and family situation and underpinned by family-centred, strengths based and capacity building approaches.

For information on the *Victorian ECI Standards* visit the ECIS Publications section on the Department’s website: [ECIS publications ECI Standards](http://www.education.vic.gov.au/childhood/providers/needs/Pages/ecispublications.aspx)

**Compliance with Victorian legislation, policies and monitoring requirements.**

Regardless of provider type, **all providers who are granted *Victorian Approved NDIS Provider* status to deliver early childhood supports are required to comply with all aspects of Victorian legislation, policies, standards and guidelines** and Victorian government monitoring as outlined in the *NDIA Provider Toolkit - Guide to Suitability* available at: <https://www.ndis.gov.au/providers/provider-toolkit.html>

## maintaining *Victorian approved ndis provider* status

NDIS providers who hold *Victorian Approved NDIS Provider (Early Childhood Supports)* will maintain this status if they*:*

* **Undertake Independent (third party) Review** of their compliance with the *Victorian ECI Standards*
* **Achieve verification** against the *ECI Standards* via independent third party review
* **Submit evidence** of their compliance verification to the Department
* **Comply** with Victorian legislation, policies and monitoring requirements.

**Undertaking Independent Review of compliance with the *ECI Standards***

A newly approved provider who obtains *Victorian Approved NDIS Provider (Early Childhood Supports)* will be required to undertake an independent review against the *ECI Standards* within 12[[1]](#footnote-1) months of obtaining approval status, unless independent certification against the *ECI Standards* has already been achieved. The provider must purchase the review from a Department approved review body.

An NDIS provider not delivering services at the time an independent review is due may be unable to demonstrate they meet the ECI Standards, resulting in loss of status as a Victorian Approved NDIS Provider for NDIS *Early Childhood Supports* registration group.

Where a provider has *Victorian Approved NDIS Provider* status to deliver other NDIS supports and seeks to expand their service delivery to include *Early Childhood Supports,* the provider will be required to undertake self-assessment and quality improvement planning processes against the *ECI Standards* as per the process outlined in this Fact Sheet.

For more information on the self-assessment process, quality improvement planning, approved forms and evidence examples please see the *Department of Education and Training - Procedures and Forms for NDIS Early Childhood Supports Service Providers* on the Department’s website at the following link [ECIS and the NDIS](http://www.education.vic.gov.au/childhood/providers/needs/Pages/ecisframework.aspx) .

**Submitting evidence to the Department**

Providers seeking to maintain their *Victorian Approved NDIS Provider (Early Childhood Supports)* status must provide the Department of Education and Training with verification evidence from their Independent Review.

**Compliance with Victorian legislation, policies and monitoring requirements.**

All *Victorian Approved NDIS Providers* will be monitored against the policies and conditions as included in the NDIS *Guide to Suitability Provider Toolkit*. The Victorian Government will retain primary responsibility for monitoring compliance with these requirements.

The Department will take into account departmental regional monitoring feedback, any identified monitoring issues or clear breaches of quality and safeguarding requirements when considering applications to maintain approval status.

For further information on provider requirements please refer to the two tables in this fact sheet:

* Table One - Requirements for all Victorian Approved NDIS Providers
* Table Two - Requirements for all Victorian Approved NDIS Providers of *Early Childhood Supports*

Non-compliance with requirements listed in the above tables will lead to revocation of *Victorian Approved NDIS Provider* of *Early Childhood Supports* status.

Loss of *Victorian Approved NDIS Provider (Early Childhood Supports)* status will cause the NDIA to revoke registration in accordance with the *NDIS Act* and the NDIA’s Terms of Business for registered providers. More information regarding the NDIS *Guide to Suitability* can be found in the NDIS provider tool kit available from the following link: <https://myplace.ndis.gov.au/ndisstorefront/providers.html>

For further information regarding obtaining and maintaining *Victorian Approved NDIS Provider* status visit [ECIS and the NDIS](http://www.education.vic.gov.au/childhood/providers/needs/Pages/ecisframework.aspx) on the Department’s website.

## TABLE 1 RequiremENTs for all *Victorian approved ndis providerS*

| Compliance with the requirements in the following table is mandatory for all *Victorian Approved NDIS Providers.* |
| --- |
| **Legislation policies and guidelines** | ****Location**** |
| Victorian approved NDIS providers must ensure that services are provided in compliance with all applicable Victorian and Australian Laws. This may include, but is not limited to:* Disability Act 2006 (Vic)
* Mental Health Act 2014 (Vic)
* Children, Youth and Families Act 2005 (Vic)
* Charter of Human Rights and Responsibilities Act 2006 (Vic)
* Privacy and Data Protection Act 2014 (Vic)
* Health Records Act 2001 (Vic)
* Public Records Act 1973 (Vic), including applicable standards established by the Keeper of Public Records (Public Record Office Victoria)
* Associations Incorporation Reform Act 2012 (Vic)
* The Australian Consumer Law (Cth)
* Corporations Act 2001 (Cth)
* National Disability Insurance Scheme Act 2013 (Cth)
 | Victorian Statute Book<http://www.legislation.vic.gov.au/>  |
| Victorian Charter of Human Rights and Responsibilities –[policies and guidelines supporting implementation of the Act] | <http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement/4.departmental-policies-procedures-and-initiatives/4.9-victorian-charter-of-human-rights-and-responsibilities>  |
| Carers Recognition Act | <http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement/4.departmental-policies-procedures-and-initiatives/4.23-carers-recognition-act> |
| Privacy, data protection and protected disclosures | <http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement/3.-terms-and-conditions/3.17-privacy-data-protection-and-protected-disclosures> |
| Funded Organisation Performance Monitoring framework  | <http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement/4.departmental-policies-procedures-and-initiatives/4.10-funded-organisation-performance-monitoring-framework> |
| Assignment and subcontracting | <http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement/3.-terms-and-conditions/3.10-assignment-and-subcontracting> |
| Fire risk management guidelines | * <http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement/4.departmental-policies-procedures-and-initiatives/4.1-fire-risk-management>
 |

## Table 2 RequiremENTs for all *Victorian approved ndis providerS* of *early INTERVENTION supports FOR EARLY CHILDHOOD*

| Compliance with the requirements in the following table is mandatory for all *Victorian Approved NDIS Providers of early intervention supports for early childhood.* |
| --- |
| **Legislation policies and guidelines** | **Location** |
| Providers wishing to register to deliver the registration group *Early Intervention Supports for Early Childhood* are required to complete a self-assessment against the *Victorian Early Childhood Intervention* (ECI) *Standards 2016.* Victorian approved NDIS providers of *Early Intervention Supports for Early Childhood* are required to undertake an independent review of their compliance with the *Victorian ECI Standards 2016* with an independent review body endorsed by the Victorian Government, at the providers’ own expense.. | The process for providers to complete self-assessment against the Early Childhood Intervention Standards is set out in: * *Procedures and Forms for NDIS Early Childhood Supports Service Providers* ([ECIS and the NDIS](http://www.education.vic.gov.au/childhood/providers/needs/Pages/ecisframework.aspx))
 |
| Providers must comply with any performance standards made under the *Education and Care Service National Law Act 2010 (Vic)* where relevant to provider operating model.Providers must comply with the *Child Safe Standards*  | [http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies%2C-guidelines-and-legislation/child-safe-standards) |
| Quality of Service Delivery | <http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement/3.-terms-and-conditions/3.3-service-delivery/3.3.1-quality-of-service-delivery> |
| Responding to Allegations of physical or sexual assault | <http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement/4.departmental-policies-procedures-and-initiatives/4.4-responding-to-allegations-of-physical-or-sexual-assault> |
| Staff Safety screening | <http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement/4.departmental-policies-procedures-and-initiatives/4.6-safety-screening-for-funded-organisations> |
| Conducting research in early childhood settings and schools | <http://www.dhs.vic.gov.au/facs/bdb/fmu/service-agreement/4.departmental-policies-procedures-and-initiatives/4.20-conducting-research-in-early-childhood-settings-and-schools> |
| Complaints management (as amended from time to time) | <http://www.education.vic.gov.au/childhood/providers/needs/Pages/ecispublications.aspx> <http://www.education.vic.gov.au/about/contact/Pages/complainecother.aspx>  |
| *Incident Reporting Guidance for ECIS Providers* (as amended from time to time) | <http://www.education.vic.gov.au/childhood/providers/needs/Pages/ecispublications.aspx> |

**Application Form for Victorian Approved NDIS Provider status to deliver Early Intervention Supports for Early Childhood**

### Instructions for Completion

This Application Form must be completed by individuals or organisations applying to become a Victorian Approved NDIS Provider of NDIS funded Early Intervention Supports for Early Childhood (short form name - Early Childhood Supports) to young children with a disability or developmental delay.

Additionally, applicants must also submit their self-assessment and quality improvement plan against the *Victorian ECI Standards* for review by the Department. The self-assessment and quality improvement plan documents must be completed using the approved departmental forms. The forms can be found at the following link: [ECIS and the NDIS](http://www.education.vic.gov.au/childhood/providers/needs/Pages/ecisframework.aspx).

In order to meet the requirements to obtain *Victorian Approved NDIS Provider (Early Childhood Supports)* status*,* eligible providers must submit the following information to the Department at early.childhood.intervention@edumail.vic.gov.au :

* Completed **Application Form** (parts A, B & C)

and

* Completed **Self-Assessment and Quality Improvement Plan** against the *ECI Standards*

and

* The **required evidence** indicated in the application form.

**The Department of Education and Training will not assess incomplete applications.**

All electronic documents should be virus checked by the applicant before lodgement with the Department.

The application must be signed by an authorised officer (see Part C).

# Further information

If you have any questions regarding this document and the application process, please contact:

Early Childhood Intervention Application Assessment Team

Email: early.childhood.intervention@edumail.vic.gov.au

**Part A: Applicant details**

Table 1: Applicant Details

|  |  |
| --- | --- |
| Full name of the person making the application, contact number and email address |  |
| Full name of the legal entity  |  |
| ABN or ACN  |  |
| Trading name/s |  |
| Registered or street address of agency |  |
| Mailing/postal address  |  |
| Contact details  | Telephone number |  |
| Email address |  |
| Officer in Charge in Victoria – Name, Title and contact number |  |
| Contact details for Applicant’s Head Office |  |
| Website address (if relevant): |  |

Table 2: Registration Groups by delivery site and by Local Government Area

Please list delivery site addresses for delivery of early childhood supports and other NDIS registration groups

|  |  |  |
| --- | --- | --- |
| **NDIS Registration Group/s**  | **Site address/es**  | **Local Government Areas** |
| Early Childhood Supports |  |  |
| Other NDIS registration groups (please list by registration group name) |  |  |

**SUBCONTRACTING**

**Do you or your organisation currently subcontract or intend to subcontract any NDIS funded early childhood supports?**

🗌 **Yes**  If yes, please provide: 🗌 **No** If no, please go to Part B

* details of the legal entity name, address and contact details of the all Subcontractor/s (Table 3 below)
* advice regarding who will hold the agreement with individual recipients of NDIS funded services delivered by the Subcontractor/s
* period of the sub-contracting arrangement
* rationale for subcontracting
* quality assurance, safeguards and governance structures that are or will be put in place to ensure the Subcontractor/s complies with the same statutory, regulatory and policy requirements, standards and guidelines to which your organisation will be subject under the NDIA Terms of Business, including Victorian quality and safeguards requirements set out in the *Guide to Suitability*.
* Local Government Area where registration groups will be delivered (Table 4)

Table 3: Details of Subcontractors

Please complete the following table for all Subcontractors. Add more tables as required.

|  |  |
| --- | --- |
| Full name of the legal entity  |  |
| Trading name of sub-contractor |  |
| ABN or ACN  |  |
| Registered or street address of sub-contractor |  |
| Mailing/postal address  |  |
| Contact details  | Telephone number |  |
| Email address |  |
| Officer in Charge in Victoria – Name, Title and contact number |  |
| Website address (if relevant): |  |
| Name of holder of individual agreements with NDIS participants delivered by sub-contractor  |  |
| Period of sub-contracting arrangement |  |
| Rational for sub-contracting |  |
| Quality assurance, safeguards and governance structures in place to ensure contractor complies with the same requirements which your organisation will be subject to under the NDIA Terms of Business, including Victorian quality and safeguards requirements set out in the *Guide to Suitability* |  |

Table 4: Registration Groups to be subcontracted by delivery site and by Local Government Area

 (Complete if relevant)

|  |  |  |
| --- | --- | --- |
| **NDIS Registration Group/s**  | **Site address**  | **Local Government Area** |
| Early Childhood Supports |  |  |
| Other NDIS registration groups (please list) |  |  |

## Part B: Standards

Compliance with the Victorian Early Childhood Intervention (ECI) Standards

**All applicants** for *Victorian Approved NDIS Provider* status to deliver Early Childhood Supports **must demonstrate compliance with the Victorian Early Childhood Intervention (ECI) Standards** by:

* undertaking and submitting a Self-Assessment against the Victorian ECI Standards
* developing and submitting a quality improvement plan based on their self-assessment

**The applicant’s self-assessment and quality improvement plan will be reviewed by a Department convened panel.**

**The approved departmental form for self-assessment and the quality improvement plan must be used and can be found on the Departmental website at the following link:** [**ECIS and the NDIS**](http://www.education.vic.gov.au/childhood/providers/needs/Pages/ecisframework.aspx)

**PLEASE ATTACH COMPLETED SELF-ASSESSMENT AND QUALITY IMPROVEMENT PLANS AGAINST THE ECI STANDARDS TO THIS APPLICATION SUBMISSION.**

**OTHER STANDARDS**

Is the entity/organisation accredited against other Standards listed in Table 1? (Tick boxes as relevant):

Table 1: Accreditation against other Standards

| Standards | Yes | No |
| --- | --- | --- |
| Human Services Standards |  |  |
| National Safety and Quality in Health Services Standards |  |  |
| Other JAS-ANZ scheme (please list) |  |  |

If your entity/organisation intends to sub-contract services for registration groups that are subject to Victoria’s quality and safeguarding arrangements, please indicate if your sub-contractors are accredited against one or more of the following standards listed in Table 2 (Tick boxes as relevant):

Table 2: Evidence of accreditation against Standards – Sub-contractors

| Standards | Yes | No |
| --- | --- | --- |
| Victorian Early Childhood (ECI) Intervention Standards |  |  |
| Human Services Standards |  |  |
| National Safety and Quality in Health Services Standards |  |  |
| Other JAS-ANZ scheme (please list) |  |  |

## Part C: Declarations and endorsement

Please read, provide the required evidence where indicated, and sign where indicated

| **Quality and Safeguards working arrangements for NDIS transition** |
| --- |
| 1. I / We have registered to deliver the following NDIS registration group in Victoria:

*Early Intervention Supports for Early Childhood* (short form name - *Early Childhood Supports*) |
| 1. I / We have read and understood the Victorian Government Quality and Safeguards requirements related to the NDIS Early Childhood Supports registration group as described in the NDIA *Guide to Suitability*
 |
| 1. I / We Understand that the entities registered or contracted by the NDIA are required to comply with Victorian Quality and Safeguarding arrangements for transition and any other conditions or restrictions placed on registration by the Victorian Department of Education and Training
 |
| **Professional qualifications and experience**  | Evidence required | Evidence type |
| 4. I / We satisfy the NDIS qualification criteria - as per the NDIA *Guide to Suitability* professions applicable to the *Early Intervention Supports for Early Childhood* Registration group | **√** | *attach evidence of qualification*  |
| 5 I / We hold a relevant professional registration or professional association registration/membership required to practice as per the NDIA *Guide to Suitability* | **√** | *attach evidence of registration/membership* |
| 1. I/We confirm that I/we have no conditions attached to professional registration/membership in relation to professional conduct and will advise the Department of Education and Training immediately of any change to this status early.childhood.intervention@edumail.vic.gov.au
 |
| 1. I / We have a minimum 2 years practice experience in the provision of early childhood interventions with children with disabilities or developmental delay aged 0-6 years, and in providing services within a transdisciplinary (TD) framework.

*Where the applicant has the required experience but is not able to provide evidence, the applicant may attach a short description of their relevant early childhood intervention experience including dates, location, employing body etc. (max 100 words)* | **√** | *attach evidence of provision of* early childhood interventions with children with disabilities/ developmental delay (aged 0-6)  *(minimum 2 years) and experience of working within a TD framework* |
| **Quality and Safeguards** | Evidence required | Evidence type |
| 8 I/We hold a current Victorian Working With Children (WWC) Check and will ensure currency of the WWC check is maintained | **√** | *attach evidence of WWC check for each person* |
| 9 I / We provide feedback opportunity for all client families on all aspects of the service they are receiving, and document and use this information to inform service improvement | **√** | *attach evidence* *of client feedback form or your website link to family feedback mechanisms* |
| 10 I / We have read, understood and will comply with the complaints policy requirements as outlined in the *NDIA Guide to Suitability* for providers registering to deliver *Early Childhood Supports* andthe service maintains a record of all complaints and their outcomes | **√** | *attach evidence - copy of client complaints mechanism or link to form* |
| 11 I/We have read, understood and will comply with the incident management policy requirements as outlined in the *NDIA Guide to Suitability* for providers registering to deliver *Early Childhood Supports* and the service will manage, record and report incidents as per the Department of Education and Training policy for ECIS |

| **Final declarations****In making this application I/We:** |
| --- |
| 12. I/We understand that information about the organisation will be shared between the Department of Education and Training and the NDIA (as applicable) |
| 13. I/We agree to provide additional information in support of the application if requested by the Department of Education and Training |
| 14. I / We will advise the Victorian Government immediately in the event of any changes to the information in this section via early.childhood.intervention@edumail.vic.gov.au |
| 1. I / We understand that in order to maintain *Victorian Approved NDIS Provider* status, the information in this form must be reconfirmed and the provider must demonstrate verification against the *ECI Standards* via independent review within 12\* months of gaining *Victorian Approved NDIS Provider* status, and that the independent review must be purchased at provider expense from a Department of Education and Training approved independent review body. \*I/We understand that this time frame may change in line with any policy changes as determined by the Department.
 |
| 1. I /We acknowledge and consent to the fact that the Department of Education and Training may use or disclose any information provided in this application to other government agencies, or within the Department, for the purpose of assessing, or verifying any information provided in, this application, including verifying my/our suitability for registration. I/We also consent to the Department of Education and Training accessing information about me/us held within the Department and by other government agencies, including information collected under the Education and Care Services National Law, for this purpose, including information about my/our bona fides or criminal record.

Note: a failure to provide to provide consent may result in a refusal of this application. |
| 1. I declare this information is true and correct and confirm that I am authorised to submit this application on behalf of the entity named
 |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of authorised personName:Title/Office held:Date: |  | Signature of witnessName:Title/Office held:Date: |

**Checklist for submission of all information:**

**□** Completed and signed application form for*Victorian Approved NDIS Provider* status – *Early Childhood Supports*

**□** Completed self -assessment and quality improvement plan

**□** Qualification evidence -attach or link to evidence

**□** Evidence of registration or professional association membership as per the NDIA *Guide to Suitability* requirements

**□** Experience in early childhood interventions with children with a disability (2 years minimum)

**□** Evidence of providing service within a transdisciplinary framework

**□** Evidence of current *Working With Children Check*

**□** Evidence of client feedback information for all clients

**□** Evidence of client complaints mechanism available for all clients

**Please note the Department of Education and Training will not assess incomplete applications.**

1. Please note this time period may change in line with any policy changes as determined by the Department. [↑](#footnote-ref-1)