This fact sheet outlines the requirements for certified supervisors and nominated supervisors in Victorian centre-based services and family day care services operating under the National Quality Framework.

The information in this fact sheet refers to the certified supervisor and nominated supervisor requirements in the Education and Care Services National Law Act 2010 (National Law), the Education and Care Services National Regulations 2011 (National Regulations).

National Quality Framework

Primary nominees and approved nominees automatically transitioned into the National Law.
- Primary nominees became nominated supervisors
- Approved nominees became certified supervisors

It is important to note that accepted nominees under the current Victorian Children’s Services Legislation did not transition to the National Law. A person may apply to become a certified supervisor under the National Law. Application forms are available at: www.acecqa.gov.au.

Requirements for responsible persons

Centre-based services

At all times a service is educating and caring for children at a centre-based service a responsible person must be physically present. A responsible person can be:
- An approved provider or a person with management or control; or
- The nominated supervisor; or
- A certified supervisor who has been placed in day to day charge of the service (section 162).

The name and position of the responsible person in charge of the service at any given time must be displayed so that it is easily visible from the main entrance of the service (section 172(f) and regulation 173(2)(c)).

Family day care services

The approved provider of a family day care service must ensure that at least one approved provider, person with management or control, nominated supervisor or certified supervisor in day-to-day charge of the service is available to support a family day care educator, including being contactable by phone to provide assistance and advice at all times the family day care educator is educating and caring for children as part of the service (section 164).

Certified supervisors

A person who is the holder of a supervisor certificate may be nominated as the nominated supervisor and be the responsible person present at the education and care service premises in the absence of the approved provider or the nominated supervisor (section 117). A certified supervisor is placed in day to day charge of an education and care service if the approved provider or nominated supervisor designates the certified supervisor as the certified supervisor in day to day charge and the certified supervisor accepts the designation in writing (section 164(1)(c), section 162(1)(c) and regulation 54).
A certified supervisor placed in day-to-day charge of an approved service does not have the same responsibilities under the National Law as the nominated supervisor.

There is no maximum number of certified supervisors per service. An approved provider should assess how many staff may need to hold a supervisor certificate to ensure that the responsible person requirement is met at all times that the service is providing education and care to children.

Applicants for a supervisor certificate do not need to be employed or engaged at an education and care service. It is recommended that relief educators apply for a supervisor certificate so that they may be placed in day-to-day charge of an education and care service if required.

A person who is a certified supervisor must hold a supervisor certificate (section 132).

**Nominated supervisors**

All services must have a nominated supervisor. Nominated supervisors are responsible for the day-to-day management of approved education and care services (section 161).

As part of an application for service approval, an approved provider must nominate a nominated supervisor for the service and include that person’s written consent to the nomination (section 44).

A person may be both the nominated supervisor of a family day care service and the family day care co-ordinator for that service if the person meets the criteria for each role.

If a service employs two or more educators who hold supervisor certificates, any of them could consent to be the nominated supervisor but only one staff member can be appointed to the position.

A nominated supervisor is a person who:

- Is a certified supervisor; and
- Is nominated by the approved provider to be the nominated supervisor of that service; and
- Has consented to that nomination (section 5).

The approved provider must display the following details at the service:

- The name of the nominated supervisor, or
- If the nominated supervisor is a member of a prescribed class, the class (for example, a principal of a school).

The information must be displayed in a place where it is clearly visible to anyone from the main entrance to the education and care service premises. For family day care service premises, this includes the main entrance to the family day care office, and the family day care residences and venues (section 172(c) and regulation 173(c)).

**Requirements for certified supervisors**

A supervisor certificate makes the person to whom it is issued eligible to be placed in day-to-day charge of an approved education and care service (section 105).

To be granted a supervisor certificate a person must (section 108 and regulation 46, 47):

- Be 18 years or above; and
- Provide details of relevant skills, experience, training and qualifications, which include:
  - evidence of training and qualifications; and
  - adequate knowledge and understanding of the provision of education and care to children; and
  - the ability to effectively supervise and manage education and care service; and
  - one of the following: at least 3 years’ experience or an approved diploma or an approved early childhood teacher qualification; and
• Demonstrate that they are a **fit and proper person** (section 108(1)(a)). Fitness and propriety can be satisfied by:
  o history of compliance with any current and previous education and care services law or education law (section 109(1)(a)); and
  o a current working with children check, criminal history check or Victorian Institute of Teaching registration (section 108(2) and 109(c)).

**An applicant does not need to meet** the requirement for at least 3 years’ experience or an approved diploma or an approved early childhood teacher qualification if they are a certified supervisor in an education and care service primarily educating and caring for children **over preschool age**. These applicants will be granted supervisor certificates subject to a condition that the holder can only be the nominated supervisor, or placed in day-to-day charge of a service that primarily educates and cares for children over preschool age (regulation 47(2)).

Refer to sections 106-108 of the National Law and regulations 14-16, 46-49 of the National Regulations for more information.

**Applying for a supervisor certificate**

In Victoria, applications are assessed by the Department of Education and Early Childhood Development. Applications may be lodged on the National Quality Agenda IT system at: [www.acecqa.gov.au/educators-and-providers1/national-quality-agenda-it-system](http://www.acecqa.gov.au/educators-and-providers1/national-quality-agenda-it-system) or by using the application forms for certified supervisors available on the Australian Children’s Education and Care Quality Authority (ACECQA) website.

A supervisor certificate is ongoing, not attached to a particular service and will be recognised in all states and territories. Relief educators can apply for a supervisor certificate. A supervisor certificate is not a qualification.

A one-off fee of $30 is required as part of the application process.

**Grant of supervisor certificate without application**

The Regulatory Authority may grant a supervisor certificate to a prescribed class of persons including:

- a principal of a school that provides an education and care service in the site of the school
- a person in charge of a campus of a school that provides an education and care service at the campus.

This means that they are automatically granted a supervisor certificate, recognising that people in these positions are already considered to be fit and proper (section 114 and regulation 49).

**Register of certified supervisors**

ACECQA publishes a register of all certified supervisors on its website at: [www.acecqa.gov.au](http://www.acecqa.gov.au).

**Further information**

The **Australian Children’s Education and Care Quality Authority** (ACECQA) is the national, independent statutory authority governing the National Quality Framework.

Phone: 1300 422 327

Email: enquiries@acecqa.gov.au

Web: [www.acecqa.gov.au](http://www.acecqa.gov.au)

The **Department of Education and Early Childhood Development** is the Regulatory Authority in Victoria.

Phone: 1300 307 415

Email: licensed.childrens.services@edumail.vic.gov.au