

Notice of Intention to Apply for Early Childhood Teacher Validation

Purpose of this form

If you wish to undertake validation this *Notice of Intention to Apply for Early Childhood Teacher Validation* form must be submitted to the Department of Education and Training (the Department) by **no later than 18 December 2020**. The form must be completed and signed by you. It must be certified by each of your employers confirming your identity, qualifications and eligibility to apply for validation.

If forged, altered, or falsified documents are submitted to the Department, your notice of intention will be rejected.

If this form is not completed correctly and/or appropriate documentation is not provided, processing of the form and your application may be delayed.

A copy of this form should be provided to your employer.

About Validation

The salary structure and salary progression requirements for early childhood teachers are specified in the Victorian early childhood education enterprise agreements: the Victorian Early Childhood Teachers and Educators Agreement 2016 (VECTEA) and the Early Childhood Education Employees Agreement 2016 (EEEA). This includes a process for salary progression involving an independent assessment to 'validate' or endorse reclassification from level 2 to level 3

To be eligible to apply for validation to progress from salary subdivision 2.5 to salary subdivision 3.1 you must:

- have undertaken 12 months service at level 2.5
- hold an approved four year degree qualification*
- have a minimum of 5 years of early childhood teaching experience
- satisfy the professional standards of the level 3 classification
- undertake the roles and responsibilities of a level 3 teacher.

If you submit your *Application for Early Childhood Teacher Validation* later than three months prior to your incremental anniversary date, reclassification and the associated salary adjustment shall be delayed by the same period assuming a successful validation assessment outcome. Since July 2020 there has been some uncertainty about the process for submitting a *Notice of Intention*. Any teacher who is able to provide evidence that they wished to submit a *Notice of Intention* between July to November 2020 should attach this evidence to their *Notice* setting out the date on which they intended to submit their *Notice*. The Department will consider the circumstances and provide advice to the teacher about the effective date of their *Notice of Intention*.

If you submit your *Application for Early Childhood Teacher Validation* after your incremental anniversary date, reclassification and salary adjustment will occur from the date on which the application was lodged assuming a successful validation assessment outcome.

The *Application for Early Childhood Teacher Validation* form is a separate template and will be forwarded to you on receipt of the completed *Notice of Intention to Apply for Early Childhood Teacher Validation*. The *Application for Validation* must be submitted no later than **28 February 2021** via kindergarten.funding@edumail.vic.gov.au. This is the final date on which an *Application* can be submitted and considered.

* A teacher who holds a three (3) year qualification approved by ACECQA or VIT and was employed before 17 February 2006 is eligible to validate to level 3.

(PLEASE USE BLOCK LETTERS)

Personal Details			
Title	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other:		
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		
Given Names			
Family Name			
Address			
Suburb/City		State	
Daytime Telephone		Postcode	
Mobile			
Email Address			

Classification Details	
Are you currently classified at level 2.5 and: <ul style="list-style-type: none">hold an approved four-year qualification, orhold an approved three-year qualification and were employed before 17 February 2006?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If you answer "No", you are not eligible to validate to level 3</i>
What is your Incremental Anniversary Date?	___ / ___ / ___ Day Month Year
What date do you intend to submit your application for validation?	___ / ___ / ___ Day Month Year

Post Secondary or Higher Education Qualifications	
Give details of ALL early childhood teacher post-secondary or higher education courses you have completed. If you have more than two (2) qualifications, attach a separate sheet giving the additional details.	
Qualification 1	
Qualification title:	
Institution attended:	
If you have a statement of equivalence* from Early Childhood Australia that applies to your qualification, what is the date of the statement? * Please supply a copy of the statement.	___ / ___ / ___ Day Month Year

Qualification 2

Qualification title:

Institution attended:

If you have a statement of equivalence* from Early Childhood Australia that applies to your qualification, what is the date of the statement?

___ / ___ / ___ Day Month Year

*** Please supply a copy of the statement.**

Service Provider Details

If you are employed by more than one service provider, complete a copy of the service provider details and declaration for each service provider.

Service Provider name

Licensed Children's Service Name

Licensed Children's Service Number SE-

Workplace location address

Applicant Declaration

You must read and sign this declaration

I declare that:

- The Information I have supplied on this form is true and correct for the purposes of the early childhood teacher validation process
- I undertake to inform the Department of Education and Training of any changes to my circumstances in writing (e.g. contact details) while my application is being considered.
- I have read and understood the information supplied to me in this application.

Applicant Signature

Date

___ / ___ / ___ Day Month Year

Service Provider* Declaration

You must read and sign this declaration

I declare that the information supplied in this form is true and correct for the purposes of the early childhood teacher validation process and that:

- I have received this **Notice of Intention to Apply for Early Childhood Teacher Validation** from
(insert name of teacher)
 who is currently employed at..... (insert name of service)
 at salary classification level 2.5.
- I confirm that(insert name of teacher)
 has met the eligibility requirements* to apply for the validation process to proceed to salary classification level 3.1.
- I confirm that... (insert name of teacher)
 has provided evidence of the qualification described on page 2.

Service Provider name [please print]	
---	--

*** Service Providers should consult VECTEEA 2016 and EEEA 2016 for detailed information regarding eligibility requirements.**

Authorisation**

Name of Authorised Person	
Position of Authorised Person	
Signature of Authorised Person	
Date	___ / ___ / ___ Day Month Year

**** Note: An authorised person of the service provider must sign this form. By signing this certification the signatory warrants that they are duly authorised to sign on behalf of the service provider**

Service Provider Contact Details for Correspondence

Name	
Address	
Telephone	
Email	

Submit Notice of Intention to Apply for Validation

Please retain a copy of this completed form for your records and submit it via:

Email to:

kindergarten.funding@edumail.vic.gov.au

An *Application for Validation* form will be sent to you by the Department following receipt of a completed *Notice of Intention to Apply for Validation* form.

Any questions?

Contact the Department of Education and Training

Email: kindergarten.funding@edumail.vic.gov.au

Privacy statement

The Department is committed to protecting the privacy, confidentiality and security of personal information. The Department, and all service providers funded by the Department, are required to comply with the Information Privacy Act 2000 and the Health Records Act 2001.

Security, retention and disclosure of personal information

All personal information collected on this form will be retained by the Department for the purposes of the validation process. Once the process has been completed, this form will be stored on record as supporting documentation for the application process.

Accessing information

You have a right to request access to, and to request correction of, the personal data in relation to your request. Requests to update information should be directed to the Department.