



# Application for Validation

**PLEASE READ THE ACCOMPANYING EXPLANATORY NOTES BEFORE COMPLETING THIS FORM. MAKE SURE YOU PROVIDE ALL DOCUMENTS REQUIRED AND SIGN THE DECLARATION ON PAGE 2**

Office use only – file number

1. This document is the **APPLICATION FOR VALIDATION**.
2. You may lodge this application in printed copy or on-line. Go to [www.validation.com.au](http://www.validation.com.au) .
3. You must have lodged a Notice of Intention to Apply for Validation at an earlier date in order to proceed

## YOUR PERSONAL DETAILS

Title: Dr  Mr  Mrs  Ms  Other:

Gender: Male  Female

Given Names

Family Name

Address

Suburb/City  State

Daytime Telephone  Postcode

Mobile

Email Address

**Have your personal or employment details changed since submitting your Notification of Intention to Apply for Validation?**

YES  NO

**If yes, ensure that you complete a Change of Details Notification form and submit it to VETASSESS. The Change of Details Notification form is available at [www.validation.com.au](http://www.validation.com.au) or by contacting VETASSESS.**

## APPLICANT'S DECLARATION

### You must read and sign this declaration

I declare that:

- The Information I have supplied on this form and any attachments is complete, correct and current.
- I will inform VETASSESS of any changes to my circumstances in writing (eg address) while my application is being considered.
- the statements and evidence supplied in my application are all my own work, unless otherwise indicated.
- I have read and understood the information supplied to me In the Explanatory Notes accompanying this application.

Applicant's Signature

Date

Day Month Year

## SUBMIT APPLICATION FOR VALIDATION

### Detach the explanatory notes and mail your application and documents to:

Early Childhood Teacher Validation  
VETASSESS  
GPO Box 2752  
MELBOURNE VIC 3001

Or deliver to →

Early Childhood Teacher Validation  
VETASSESS  
Level 4  
478 Albert Street  
EAST MELBOURNE VIC 3002

# Application for Validation

## EXPLANATORY NOTES:

### Introduction

With the establishment of the Multi-Employer Certified Agreement (MECA) for Early Childhood Teachers, the classification structure comprises three levels:

- I. Graduate
- II. Accomplished
- III. Exemplary

Once you are at the top of the range of a classification for a minimum of 12 months, and have satisfactorily completed Professional Development and Enhancement Program (PDEP) requirements, you can apply to move to the next classification through early childhood teacher validation.

The process involves an independent validation of evidence you provide against a set of professional standards grouped into three domains: professional knowledge, professional practice and professional engagement and commitment.

For the purpose of the validation process, early childhood teachers are those engaged to deliver a kindergarten program or funded early intervention program.

### Validators

Validators have an early childhood teaching qualification and a high level of understanding, experience and recognised expertise in early childhood education.

The validation process will be monitored to ensure the integrity of the process and validators will be required to abide by strict confidentiality guidelines and privacy legislation.

### Associated Documents:

To assist you in completing your application, it is strongly recommended that you read the range of information available at [www.validation.com.au](http://www.validation.com.au). Documents such as [Application Procedures](#), [Information for Applicants](#), [Early Childhood Teacher Interim Standards](#), [Frequently Asked Questions](#) and [The Validation Pathway](#) are all available for reference and downloading. If you do not have access to the internet call VETASSESS and ask for copies of the documents.

### Application Process

There are two parts to the application process:

1. **Notice of Intention to Apply for Validation.** This should be completed and lodged no more than six months prior to your incremental anniversary date. You must lodge the **Notice of Intention to Apply for Validation** form before you lodge your **Application for Validation** form.

2. **Application for Validation** form. This should be lodged no less than three months prior to your incremental anniversary date.

The **Application for Validation** requires you to provide information and a range of documentation and evidence. Written, hard copy, applications should include copies of evidence included at the time of lodgement of the application. Online applicants should forward their copies of evidence to VETASSESS within five working days of the submission of their application online.

It is important that you submit a complete application as incomplete submissions will delay the processing of your assessment. An assessment will not commence until an application is complete.

### Required Documents

In addition to the completed **Application for Validation** form, you must submit:

- copies of all evidence and documentation supporting your application.
- evidence of change of name (if applicable) or change of address (if applicable)

If forged, altered, or falsified documents are submitted to VETASSESS, no assessment will be issued.

### Evidence Information Sheets

The **Evidence Information Sheets** that accompany this form can be used to assist you in presenting your evidence. The classification, domain, standard number and standard are all noted on each sheet. Complete the sheets that refer to the standards for the classification for which you are applying. A summary sheets is provided at the conclusion of the application so that you may record the evidence numbers of the items which you have provided.

### Proformas for Validator and Employer

Proformas to be used by validators and employers are available on the website so that you are aware of how the results of the validation are reported. They are supplied for your information only.

### Withdrawal of application

You can withdraw this application at any time. If you withdraw your application you must notify both your employer and VETASSESS.

### Application Timing

If you submit your Application for Validation less than three months prior to your incremental anniversary date,

reclassification and the associated salary adjustment shall be delayed by the same period.

### **Dispute Resolution**

Following a site visit, where the recommendations of the validator and employer are not unanimous, the matter will be determined by the Appeals Committee.

### **Extension of Time**

A validator may provide an extension of time (no more than four weeks) if additional information is required to enable a decision to be made. VETASSESS will provide confirmation of the extension in writing to both the you and the employer.

### **Requirements not met**

If the validator decides that the requirements for your reclassification have not been met, you are not eligible to reapply for reclassification for six months from the date of the Validators decision.

### **Documents will not be returned**

Please ensure that you supply originals of your **Notice of Intention to Apply for Validation** form and **Application for Validation** form, and copies of evidence documents only. It is recommended that you keep a copy of all documents submitted to VETASSESS.

### **Privacy Statement**

Whenever VETASSESS collects, handles, stores, uses or discloses information about you, it aims to comply with the applicable Privacy Principles that protect personal information.

'Personal information' means information or an opinion (including information in a database) about an individual whose identity is apparent or can reasonably be ascertained.

### **Any questions?**

Contact VETASSESS if you:

- have any questions about the validation
- would like to request access to the personal information that VETASSESS holds about you
- Would like to request VETASSESS to update or correct the personal information it holds about you.

### **Contact VETASSESS**

- Visit : [www.validation.com.au](http://www.validation.com.au)
- Email: [vetassess@vetassess.com.au](mailto:vetassess@vetassess.com.au)
- Tel: 9655 4801
- Fax:: 9655 4888

Write to:

Early Childhood Teacher Validation

VETASSESS  
GPO BOX 2752  
MELBOURNE VIC 3001

Or

Early Childhood Teacher Validation  
VETASSESS  
Level 4  
478 Albert Street  
EAST MELBOURNE VIC 3002



# EVIDENCE INFORMATION SHEET

Applicant File No:		Classification:	Accomplished
<b>Domain:</b> <i>Professional Knowledge</i>	<b>Standard No. 6</b>	<b>Standard:</b> Demonstrate a high level of knowledge of relevant curriculum approaches and areas, children's learning processes and resources, and how to implement programs which enhance children's learning.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			

Applicant File No:		Classification:	Accomplished
<b>Domain:</b> <i>Professional Knowledge</i>	<b>Standard No. 6</b>	<b>Standard:</b> Demonstrate a high level of knowledge of relevant curriculum approaches and areas, children's learning processes and resources, and how to implement programs which enhance children's learning.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			

# EVIDENCE INFORMATION SHEET

<b>Applicant File No:</b>		<b>Classification:</b>	<b>Accomplished</b>
<b>Domain:</b> <i>Professional Knowledge</i>	<b>Standard No. 7</b>	<b>Standard:</b> Are competent in the knowledge of current learning, teaching and assessment theories.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			

Applicant File No:		Classification:	Accomplished
Domain: <i>Professional Knowledge</i>	Standard No. 7	<b>Standard:</b> Are competent in the knowledge of current learning, teaching and assessment theories.	
Evidence Item Number:			
Type of evidence: [insert information in the column]			
Description of evidence:			
How does this evidence meet the requirements:			

# EVIDENCE INFORMATION SHEET

Applicant File No:		Classification:	Exemplary
<b>Domain:</b> <i>Professional Knowledge</i>	<b>Standard No. 8</b>	<b>Standard:</b> Demonstrate a comprehensive knowledge of exemplary practice in relevant curriculum approaches and areas.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			

Applicant File No:		Classification:	Exemplary
<b>Domain:</b> <i>Professional Knowledge</i>	<b>Standard No. 8</b>	<b>Standard:</b> Demonstrate a comprehensive knowledge of exemplary practice in relevant curriculum approaches and areas.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			



# EVIDENCE INFORMATION SHEET

Applicant File No:			Classification:	Exemplary
<b>Domain:</b> <i>Professional Knowledge</i>	<b>Standard No. 9</b>	<b>Standard:</b> Demonstrate a high level of knowledge of current teaching, learning and assessment theories.		
<b>Evidence Item Number:</b>				
<b>Type of evidence:</b> [insert information in the column]				
<b>Description of evidence:</b>				
<b>How does this evidence meet the requirements:</b>				

<b>Applicant File No:</b>		<b>Classification:</b>	<b>Exemplary</b>
<b>Domain:</b> <i>Professional Knowledge</i>	<b>Standard No. 9</b>	<b>Standard:</b> Demonstrate a high level of knowledge of current teaching, learning and assessment theories.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			

# EVIDENCE INFORMATION SHEET

Applicant File No:		Classification:	Accomplished
<b>Domain:</b> <i>Professional Practice</i>	<b>Standard No. 16</b>	<b>Standard:</b> Fully apply their knowledge and demonstrate high-quality teaching skills by successfully employing flexible and adaptive approaches and constructive strategies which allow children to reach their full potential	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			

Applicant File No:		Classification:	Accomplished
<b>Domain:</b> <i>Professional Practice</i>	<b>Standard No. 16</b>	<b>Standard:</b> Fully apply their knowledge and demonstrate high-quality teaching skills by successfully employing flexible and adaptive approaches and constructive strategies which allow children to reach their full potential	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			



# EVIDENCE INFORMATION SHEET

Applicant File No:		Classification:	Accomplished
<b>Domain:</b> <i>Professional Practice</i>	<b>Standard No. 17</b>	<b>Standard:</b> Successfully apply assessment and reporting strategies that take account of relationships between teaching, learning and assessment.	
Evidence Item Number:			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			

Applicant File No:		Classification:	Accomplished
<b>Domain:</b> <i>Professional Practice</i>	<b>Standard No. 17</b>	<b>Standard:</b> Successfully apply assessment and reporting strategies that take account of relationships between teaching, learning and assessment.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			

# EVIDENCE INFORMATION SHEET

<b>Applicant File No:</b>		<b>Classification:</b>	<b>Accomplished</b>
<b>Domain:</b> <i>Professional Practice</i>	<b>Standard No. 18</b>	<b>Standard:</b> Utilise specific assessment tools in a purposeful manner.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			

<b>Applicant File No:</b>		<b>Classification:</b>	<b>Accomplished</b>
<b>Domain:</b> <i>Professional Practice</i>	<b>Standard No. 18</b>	<b>Standard:</b> Utilise specific assessment tools in a purposeful manner.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			



# EVIDENCE INFORMATION SHEET

Applicant File No:			Classification:	Accomplished
<b>Domain:</b> <i>Professional Practice</i>	<b>Standard No. 19</b>	<b>Standard:</b> Evaluate and reflect upon the teaching and learning process in light of the most recent teaching and learning theories with a particular emphasis on the use of recent literature and advice from more knowledgeable peers.		
<b>Evidence Item Number:</b>				
<b>Type of evidence:</b> [insert information in the column]				
<b>Description of evidence:</b>				
<b>How does this evidence meet the requirements:</b>				

Applicant File No:			Classification:	Accomplished
<b>Domain:</b> <i>Professional Practice</i>	<b>Standard No. 19</b>	<b>Standard:</b> Evaluate and reflect upon the teaching and learning process in light of the most recent teaching and learning theories with a particular emphasis on the use of recent literature and advice from more knowledgeable peers.		
<b>Evidence Item Number:</b>				
<b>Type of evidence:</b> [insert information in the column]				
<b>Description of evidence:</b>				
<b>How does this evidence meet the requirements:</b>				

# EVIDENCE INFORMATION SHEET

<b>Applicant File No:</b>		<b>Classification:</b>	<b>Exemplary</b>
<b>Domain:</b> <i>Professional Practice</i>	<b>Standard No. 20</b>	<b>Standard:</b> Demonstrate and model exemplary practice in their teaching and learning skills.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			

Applicant File No:		Classification:	Exemplary
Domain: <i>Professional Practice</i>	Standard No. 20	<b>Standard:</b> Demonstrate and model exemplary practice in their teaching and learning skills.	
Evidence Item Number:			
Type of evidence: [insert information in the column]			
Description of evidence:			
How does this evidence meet the requirements:			

# EVIDENCE INFORMATION SHEET

<b>Applicant File No:</b>		<b>Classification:</b>	<b>Exemplary</b>
<b>Domain:</b> <i>Professional Practice</i>	<b>Standard No. 21</b>	<b>Standard:</b> Demonstrate expertise and refined approaches in all aspects of assessment and evaluation practices.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			

Applicant File No:		Classification:	Exemplary
Domain: <i>Professional Practice</i>	Standard No. 21	<b>Standard:</b> Demonstrate expertise and refined approaches in all aspects of assessment and evaluation practices.	
Evidence Item Number:			
Type of evidence: [insert information in the column]			
Description of evidence:			
How does this evidence meet the requirements:			



# EVIDENCE INFORMATION SHEET

Applicant File No:		Classification:	Exemplary
<b>Domain:</b> <i>Professional Practice</i>	<b>Standard No. 22</b>	<b>Standard:</b> Demonstrate a wide range of teaching strategies and assessment methods that support children's learning.	
Evidence Item Number:			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			

Applicant File No:		Classification:	Exemplary
Domain: <i>Professional Practice</i>	Standard No. 22	<b>Standard:</b> Demonstrate a wide range of teaching strategies and assessment methods that support children's learning.	
Evidence Item Number:			
Type of evidence: [insert information in the column]			
Description of evidence:			
How does this evidence meet the requirements:			



# EVIDENCE INFORMATION SHEET

Applicant File No:		Classification:	Exemplary
<b>Domain:</b> <i>Professional Practice</i>	<b>Standard No. 23</b>	<b>Standard:</b> Teachers consistently adapt the teaching processes and learning strategies in recognition of recent research findings and action research.	
Evidence Item Number:			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			

Applicant File No:		Classification:	Exemplary
<b>Domain:</b> <i>Professional Practice</i>	<b>Standard No. 23</b>	<b>Standard:</b> Teachers consistently adapt the teaching processes and learning strategies in recognition of recent research findings and action research.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			

# EVIDENCE INFORMATION SHEET

Applicant File No:			Classification:	Accomplished
<b>Domain:</b> <i>Professional Engagement and Commitment</i>	<b>Standard No. 29</b>	<b>Standard:</b> Demonstrate high-level communication skills and professional behaviour when interacting with parents or guardians, children, colleagues, early childhood professionals and members of the community.		
<b>Evidence Item Number:</b>				
<b>Type of evidence:</b> [insert information in the column]				
<b>Description of evidence:</b>				
<b>How does this evidence meet the requirements:</b>				

Applicant File No:			Classification:	Accomplished
Domain: <i>Professional Engagement and Commitment</i>	Standard No. 29	<b>Standard:</b> Demonstrate high-level communication skills and professional behaviour when interacting with parents or guardians, children, colleagues, early childhood professionals and members of the community.		
Evidence Item Number:				
Type of evidence: [insert information in the column]				
Description of evidence:				
How does this evidence meet the requirements:				



# EVIDENCE INFORMATION SHEET

Applicant File No:		Classification:	Accomplished
<b>Domain:</b> <i>Professional Engagement and Commitment</i>	<b>Standard No.30</b>	<b>Standard:</b> Demonstrate improved teaching and performance skills through critically evaluating professional practices.	
Evidence Item Number:			
Type of evidence: [insert information in the column]			
Description of evidence:			
How does this evidence meet the requirements:			

<b>Applicant File No:</b>		<b>Classification:</b>	<b>Accomplished</b>
<b>Domain:</b> <i>Professional Engagement and Commitment</i>	<b>Standard No. 30</b>	<b>Standard:</b> Demonstrate improved teaching and performance skills through critically evaluating professional practices.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			



# EVIDENCE INFORMATION SHEET

Applicant File No:		Classification:	Accomplished
<b>Domain:</b> <i>Professional Engagement and Commitment</i>	<b>Standard No.31</b>	<b>Standard:</b> Provide high level professional assistance to other staff.	
Evidence Item Number:			
Type of evidence: [insert information in the column]			
Description of evidence:			
How does this evidence meet the requirements:			

<b>Applicant File No:</b>		<b>Classification:</b>	<b>Accomplished</b>
<b>Domain:</b> <i>Professional Engagement and Commitment</i>	<b>Standard No. 31</b>	<b>Standard:</b> Provide high level professional assistance to other staff.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			



# EVIDENCE INFORMATION SHEET

Applicant File No:		Classification:	Accomplished
<b>Domain:</b> <i>Professional Engagement and Commitment</i>	<b>Standard No.32</b>	<b>Standard:</b> Demonstrate a productive contribution to the preschool program and seeks to establish and maintain links to other service providers and relevant community groups.	
Evidence Item Number:			
Type of evidence: [insert information in the column]			
Description of evidence:			
How does this evidence meet the requirements:			

Applicant File No:		Classification:	Accomplished
Domain: <i>Professional Engagement and Commitment</i>	Standard No. 32	<b>Standard:</b> Demonstrate a productive contribution to the preschool program and seeks to establish and maintain links to other service providers and relevant community groups.	
Evidence Item Number:			
Type of evidence: [insert information in the column]			
Description of evidence:			
How does this evidence meet the requirements:			

# EVIDENCE INFORMATION SHEET

Applicant File No:		Classification:	Exemplary
<b>Domain:</b> <i>Professional Engagement and Commitment</i>	<b>Standard No.33</b>	<b>Standard:</b> Demonstrate a strong commitment to ongoing professional learning.	
Evidence Item Number:			
Type of evidence: [insert information in the column]			
Description of evidence:			
How does this evidence meet the requirements:			

<b>Applicant File No:</b>		<b>Classification:</b>	<b>Exemplary</b>
<b>Domain:</b> <i>Professional Engagement and Commitment</i>	<b>Standard No. 33</b>	<b>Standard:</b> Demonstrate a strong commitment to ongoing professional learning.	
<b>Evidence Item Number:</b>			
<b>Type of evidence:</b> [insert information in the column]			
<b>Description of evidence:</b>			
<b>How does this evidence meet the requirements:</b>			



# EVIDENCE INFORMATION SHEET

Applicant File No:		Classification:	Exemplary
<b>Domain:</b> <i>Professional Engagement and Commitment</i>	Standard No.34	<b>Standard:</b> Teachers provide educational leadership both within the centre/service and more broadly within the community – including the school community.	
Evidence Item Number:			
Type of evidence: [insert information in the column]			
Description of evidence:			
How does this evidence meet the requirements:			

Applicant File No:		Classification:	Exemplary
Domain: <i>Professional Engagement and Commitment</i>	Standard No. 34	<b>Standard:</b> Teachers provide educational leadership both within the centre/service and more broadly within the community – including the school community.	
Evidence Item Number:			
Type of evidence: [insert information in the column]			
Description of evidence:			
How does this evidence meet the requirements:			

