Early Childhood Teachers Validation Application Process

Applicant submits ‘Intention to Apply for Validation’:
- Applicant completes details / signs
- Signed by Employer
- VETASSESS assigns application number

Applicant submits ‘Application for Validation’:
- Applicant compiles Application
- Application submitted to VETASSESS (within 3 months of employer signing Notice of Intent Form)

Validator Assessment:
- VETASSESS validator assesses application against standards

Application MEETS requirements:
- VETASSESS sends ‘Recommendation to Reclassify’ to Employer

Application DOES NOT MEET requirements:
- Validator advises if extension to be given?

IF YES:
- Applicant resubmits against specified standards
- Validator completes reassessment and provides recommendation

IF NO:
- VETASSESS sends recommendation NOT to reclassify to employer

Employer recommendation:
- Employer completes their recommendation and returns it to VETASSESS
- VETASSESS checks if employer recommendation is unanimous with validator assessment

Unanimous recommendation:
- VETASSESS sends Confirmation Letter to applicant and employer

Non-Unanimous recommendation:
- VETASSESS arranges a Site Visit to be conducted by a Second Validator
- Second Validator completes their recommendation and this is sent to employer

Employer AGREES with recommendation:
- VETASSESS sends Confirmation Letter to applicant and employer

Employer DOES NOT AGREE with recommendation:
- VETASSESS refers case to the Fair Work Commission