



# In Home Care exemption to qualification declaration and information form

**Note:** This form is a SmartForm designed to be used in Adobe Acrobat Reader. It is recommended that you fill in this document using Adobe Acrobat Reader or you may experience difficulties using this form. If you do not currently have the Adobe Acrobat Reader software program, it is available as a free download from the Adobe website.

## Purpose of form

This form is for early childhood education and care providers who wish to engage In Home Care (IHC) educators who do not meet minimum qualification requirements to work with families in remote or very remote areas.

Generally, IHC educators must hold, or be working towards, at least a Certificate III in early childhood education and care (ECEC).

Providers may engage IHC educators who don't meet minimum qualification requirements (an unqualified educator) to work in remote or very remote areas if one of the following criterion is met. The unqualified educator:

1. has access to and utilises the experience of a qualified educator at least 20% of the time care is provided, or
2. has been continuously employed in an ECEC service in a remote or very remote area for at least 15 years.

Educators must complete the IHC quality and safety e-learning modules developed by the Australian Children's Education and Care Quality Authority (ACECQA). Contact [IHCqualityandsafety@acecqa.gov.au](mailto:IHCqualityandsafety@acecqa.gov.au) to register for the e-learning modules.

**You must complete and submit this declaration to [inhomecare@education.gov.au](mailto:inhomecare@education.gov.au) before engaging an unqualified educator.**

A [person with management or control](#) (PMC) of the provider must complete the form.

You must tell us within 7 days if an educator engaged under the exemption:

- ceases to be employed, or
- no longer provides care for a family in a remote or very remote area.

Learn more about [IHC qualification exemptions](#) on our website.

## Privacy statement

### What is personal information?

Personal information is protected by law, including under the *Privacy Act 1988* (the Privacy Act).

Personal information is information or an opinion about an identified or reasonably identifiable individual. Personal information can include an individual's name, signature, PRODA number and information relating to their employment.

### **Why are we collecting the personal information?**

The personal information collected in connection with this form is collected by the Department of Education (the department) for the purposes of administering the IHC program, including monitoring exemptions to minimum qualification requirements for IHC educator(s) working in a remote or very remote area.

The personal information may also be used for other purposes where the relevant individual agrees, or where it is otherwise permitted under the Privacy Act.

### **What happens if you don't provide the personal information?**

If you do not provide some or all of the personal information requested, you may not be able to access the exemptions to minimum qualification requirements for IHC educators working in remote and very remote areas.

We need consent to collect personal information from someone other than the individual concerned, unless certain exceptions apply. When you provide personal information about another individual, you need to check with them first that they agree to the information being handled in accordance with this Privacy Statement.

### **Who will we share the personal information with?**

Your personal information may also be disclosed to other parties where you have agreed, or where it is otherwise permitted under the Privacy Act. This includes disclosure of personal information to IHC Support Agencies. Personal information collected for the purposes of the In Home Care Exemption to Qualification Declaration and Information Form is unlikely to be disclosed to overseas recipients.

### **Where can you get more information?**

The department's [Privacy Policy](#) contains more information about how the department will manage the personal information, including information about how to make a complaint and seek access to and correction of your personal information.

To contact the department about your personal information, email [privacy@education.gov.au](mailto:privacy@education.gov.au).

IHC educators can get more information about the way in which the IHC approved provider manages their personal information, and how to make a complaint, by contacting the IHC approved provider directly, or via the IHC service that engages them as an IHC educator. Alternatively, IHC educators can access IHC approved provider contact details by contacting the [IHC Support Agency in their state or territory](#).

### **Consent**

I acknowledge I have read the Privacy Statement and consent to the handling of my personal information as described in the Privacy Statement.

I declare that where I have provided personal information about any IHC educator, I have advised that individual about the matters in this Privacy Statement and obtained their consent to the department's collection of their personal information.

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## **Provider and service details**

Provider name:

Provider CRN (a 9-digit number ending with a letter):

Service name:

Service CRN (a 9-digit number ending with a letter):

## Educator details

You may attach additional pages if required.

### Educator 1

Full name:

PRODA number:

Family name of the family who will receive IHC:

Address where IHC will be provided:

Postcode:

Date Q&S eLearning modules completed:

Qualification exemption sought:

Criterion 1: Yes      No

Criterion 2: Yes      No

### Educator 2

Full name:

PRODA number:

Family name of the family who will receive IHC:

Address where IHC will be provided:

Postcode:

Date Q&S eLearning modules completed:

Qualification exemption sought:

Criterion 1: Yes      No

Criterion 2: Yes      No

### Educator 3

Full name:

PRODA number:

Family name of the family who will receive IHC:

Address where IHC will be provided:

Postcode:

Date Q&S eLearning modules completed:

Qualification exemption sought:

Criterion 1: Yes      No

Criterion 2: Yes      No

## Person with management or control declaration

By signing this form, you agree that you:

- Have advised educators about the matters included in this document's privacy statement and obtained educator's consent to the department's collection of their personal information disclosed in this document.
- Verify all educators engaged under the qualification exemption work in a remote or very remote location according to the Accessibility and Remoteness Index of Australia (ARIA+) measure measure on the [Australian Bureau of Statistics website](#).
- Verify all educators engaged under the qualification exemption have completed the IHC quality and safety e-learning modules developed by ACECQA.
- Understand the requirements to support the unqualified educator engaged under the exemption under provision 1 and will retain records to demonstrate these requirements are met.
- Verify that educators engaged under the exemption under provision 2 have the required experience and will retain records to demonstrate this requirement.
- Understand you must notify the department in writing if an educator engaged under a qualification exemption ceases employment with your IHC service or ceases to work for a family located in a remote or very remote area.

Full name:

Job title:

Signature:

Date: