

# Responsible Person Offer & Acceptance

## National Quality Standards (NQS)

<b>Quality Area 4 Staffing Arrangements</b>	
<b>4.2</b>	Educators, coordinators and staff members are respectful and ethical

## Education and Care Services National Regulations

<b>Children (Education and Care Services) Regulations NSW</b>	
<b>150</b>	Responsible Person
<b>168</b>	Policies and Procedures are required in relation to determining the responsible person present at the service
<b>173</b>	Prescribes information to be displayed
<b>177</b>	Prescribes enrolment and other documents to be kept by the approved provider

## About this form

National Regulations requires a Responsible Person to be on duty at all times during service operation hours. It is a legal obligation that this information is to be displayed. This form is used to determine fit and proper persons who have been appointed as the Responsible Person of the Service.

## Responsible Person

You must ensure you are familiar with the requirements and obligations set out under the National Quality Framework of Early Childhood Education and Care (National Quality Framework) which includes the Education and Care Services National Law and the Education and Care Services National Regulations.

## Personal Details

Title	
Family Name	
Given Name	
Address	
Mobile Phone Number	
Email Address	

Have you ever been known by a different name (Including maiden name, married name)	Yes
	No
Family Name:	Given Name:

**Under the National Law, a person with management and control means**

1. If the Approved Provider or intended Approved Provider of the Service is a body corporate, an officer of the body corporate within the meaning of the Corporations Act 2001 of the Commonwealth who is responsible for managing the delivery of the education and care service; or
2. If the Approved Provider of the Service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service; or
3. If the Approved Provider of the Service is a partnership, each partner who has the responsibility, alone or with others, for managing the delivery of the education and care service; or
4. In any other case, a person who has the responsibility, alone or with others, for managing the delivery of the education and care service.

Required Documents Collected by Management	Tick
Birth Certificate	
Citizenship Certificate (if required)	
Current passport	
Individual Resume	
Written References	
Early Childhood Approved Qualifications	
Fit & Proper Person Check	

Criminal History Check	
Working With Children Check Number	
Expiry Date	
Working With Children Check Verification	

**Declaration and Signature of person being determined as Responsible Person**

I declare that:

1. The information provided in this form (including any attachments) is true, complete and correct;
2. I have read and understood and the applicant agrees to the conditions and the associated material contained in this form;
3. I have read and understood my legal obligations under the Education and Care Services National Law;
4. The regulatory authority is authorised to verify any information provided in this application;
5. Some of the information provided in this form may be disclosed to the Commonwealth for the purposes of the Family Assistance Law and may be disclosed to other persons/authorities where authorised by the Education and Care Services National Law or other legislation; and
6. I am aware that I may be subject to penalties under the Education and Care Services National Law if I provide false or misleading information in this form.

<b>Full name of person making declaration</b>	
<b>Signature of person making declaration</b>	
<b>Date</b>	