Supervisor certificates
A supervisor certificate allows a person to consent to be:
- the Nominated Supervisor of an Approved Service, or
- a Certified Supervisor placed in day to day charge of an Approved Service in the absence of the Nominated Supervisor and Approved Provider.

Following changes to the National Regulations on 1 June 2014, there are now three different types of supervisor certificate:
- Service supervisor certificates, which may cover people who meet the definition at regulation 238A (note: does not apply in Western Australia)
- Supervisor certificates granted to an individual, on application to the regulatory authority
- Prescribed class supervisor certificates, which, as set out at regulation 49, may cover people working in a particular role within a school or preschool/kindergarten in certain states and territories.

Service supervisor certificates (regulation 238A)
Service supervisor certificates are not issued to a particular person. Instead they may apply to any person working at the service who has been identified by the approved provider within the service as:
- responsible for the day to day management of the service or
- exercising supervisory and leadership responsibilities for part of the service or
- a family day care coordinator.

This means most people do not need to apply for a supervisor certificate and do not need to pay the $30 application fee. The information sheet Changes to supervisor certificate application requirements has more details about these new arrangements.

Individual supervisor certificates
While changes to the National Regulations from 1 June 2014 (apart from WA) mean most people no longer need to apply for an individual supervisor certificate, existing individual supervisor certificates are still valid.

In some cases, including for people in Western Australia, a person may need to apply to their regulatory authority for an individual supervisor certificate.

A supervisor certificate granted to an individual is ongoing unless suspended, cancelled or surrendered.

Prescribed class supervisor certificates (regulation 49)
The regulatory authority may grant a supervisor certificate, without receiving an application, for certain classes of people. Examples of people in a prescribed class under regulation 49 include a:
- principal of a school
- person in charge of a campus of a school
- specified teacher or director under state or territory law of a school providing an education and care service at the site of the school.

Number of Certified Supervisors required
There is no maximum number of Certified Supervisors per service. Any number of people at the service may have an individual supervisor certificate, or be covered by a prescribed class or service supervisor certificate.

Consent to be the Certified Supervisor placed in day to day charge
A person with an individual supervisor certificate, or who is covered by a prescribed class or service supervisor certificate, may consent to be placed in day to day charge of the education and care service. The designation must be made by the Approved Provider or the Nominated Supervisor, and accepted in writing by the Certified Supervisor.

A Certified Supervisor placed in day to day charge of an Approved Service does not have the same responsibilities under the National Law as the Nominated Supervisor. Please refer to the Nominated Supervisor Information Sheet for information on the role of the Nominated Supervisor.

Individual supervisor certificate – application process
From 1 June 2014, many people may be covered by a service supervisor certificate and do not need to apply for an individual supervisor certificate or pay the $30 application fee.

See the information sheet Changes to supervisor certificate application requirements for details.

The state or territory regulatory authority assesses applications for an individual supervisor certificate.

An applicant for a supervisor certificate must:
- apply in the jurisdiction in which they ordinarily reside
- provide the information set out in the National Regulations
- pay the $30 application fee.

The regulatory authority may ask for additional information.
To be granted a supervisor certificate, the applicant must:
- be 18 years or older
- satisfy the regulatory authority that they are a fit and proper person to supervise a service
- meet the minimum requirements for qualifications, experience and management capability.

Applications for an individual supervisor certificate can be made online using the NQA ITS, or using the form on the ACECQA website.

**Individual supervisor certificate – minimum requirements for qualifications, experience and management**

The National Regulations set out minimum requirements for qualifications, experience and management ability for individual supervisor certificates, set out below.

Applicants for an individual supervisor certificate must have:
- **adequate knowledge and understanding** of the provision of education and care to children
- the ability to **effectively supervise and manage** an education and care service

AND at least one of the following:
- at least three years’ experience working as an educator in an education and care service or children’s service or school, or
- an approved diploma-level education and care qualification, or
- an approved early childhood teacher qualification.

**Grant of an individual supervisor certificate**

A regulatory authority will determine an application for an individual supervisor certificate within 60 days after receiving the application or any further information requested (this period may be extended by 30 days with the agreement of the applicant).

The regulatory authority must advise the applicant in writing of the decision and provide reasons. The decision is reviewable.

**Conditions on a supervisor certificate**

All supervisor certificates, including prescribed class/service supervisor certificates, are subject to the condition that the Certified Supervisor must comply with the National Law.

The regulatory authority may place additional conditions on a supervisor certificate.

**Issue of a supervisor certificate**

If the regulatory authority grants a supervisor certificate, including a prescribed class/service supervisor certificate, it must issue a certificate with the following information:
- the supervisor’s name or the prescribed class and the name of the Approved Service
- the certified supervisor number
- the date of approval
- any conditions of the approval.