

2026 PROGRESS REPORT DECLARATION FORM

Where an ECT exceptional circumstance is approved, this form is to be completed and submitted to the Department of Education (DoE) twice a year **by 30 January and 17 July** to demonstrate that your approved 'working towards' educator is actively making progress towards the completion of their ACECQA approved early childhood teacher qualification. This is a condition of approval of your exceptional circumstance application. Please consider if you need to complete an [Exceptional circumstance application form](#) or this form.

Note:

- All fields must be completed. An incomplete or incorrect declaration may result in delays in processing, or your application being denied.
- **One email submission per declaration form** needs to be completed for each 'working towards' educator.

Privacy Notice: DoE is collecting your personal information (as noted in this form) to administer Queensland Kindergarten Funding. The information will only be accessed and used by authorised employees within DoE and dealt with in accordance with the requirements of the *Information Privacy Policy 2009* (Qld). DoE may disclose it to higher education Institutions (HEI), persons or agencies mentioned in the Declaration Form. DoE will not disclose to any other person or agency unless it is for the purpose as stated above, with your express permission, or where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please email kindyfunding@qed.qld.gov.au.

Service Name <i>e.g., XYZ South Brisbane</i>	
Beneficiary (EdGrants) Number <i>[if known or n/a]</i>	
Service Provider/Grantee <i>e.g., XYZ pty ltd</i>	
Authorised/Nominated Officer	Name: Phone: Email:
Working towards educator's name <i>[insert full name]</i>	Attach name change or marriage/divorce certificate, if applicable.
Course of study	
Has the educator's course of study changed?	<input type="checkbox"/> Yes – Provide reasons and attach supporting documents <input type="checkbox"/> No
Expected completion date <i>[insert dd/mm/yyyy]</i>	
Academic progress and study program	
What is the total number of units required for this qualification? (excluding practicums)	This MUST match the units stated in the original application form to demonstrate academic progress
How many units have been granted as credit or recognised as prior learning (RPL)? How many units have been completed?	Credit/RPL: Completed: - Pass grade
How many units are left to be completed?	
How many practicums need to be completed for this qualification? How many practicums are left to be completed?	Practicums completed: Practicums yet to be completed:

Has the LANTITE been completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Options being explored by the Approved provider/CGB to attract, recruit and retain an ECT: <i>[insert details]</i>	

Authorised/ Nominated Officer Declaration

I, _____ have sufficient authority to represent

[AUTHORISED OFFICER OF SERVICE]

_____ and certify that (please tick):

[SERVICE PROVIDER NAME]

- I have sighted original documentation (e.g., academic transcript containing a record of subjects enrolled in and completed) and verified that the educator is continuing to progress in the ACECQA approved course of study to become an appropriately qualified Early Childhood Teacher.
- The information provided in this progress report is true and correct.
- This progress report declaration is being submitted by an authorised representative of the Approved Provider and is **not** the educator included within the exceptional circumstance approval.
- Updates on the academic progress of the educator will continue to be provided to the department twice a year by 30 January and 17 July to maintain the approval.
- I understand that an Exceptional Circumstance does not replace general requirements relating to waivers under the Education and Care Services National Law.
- Evidence of this progress report declaration and the educator's progress will be held and maintained as per recordkeeping requirements and produced to the department upon request.

Signature: _____

Date: / /202