

**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 note that a separate declaration form needs to be completed for each 'working towards' educator.**

**Privacy Notice:** DoE is collecting your personal information (as noted in this form) in order 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 [kindyfundings@qed.qld.gov.au](mailto:kindyfundings@qed.qld.gov.au).

Service Name	
Beneficiary Number (if known)	
Entity	
Grantee Number (if known)	
Nominated contact office name and details	Name: Phone: Email:
Working towards educator's name:	
<b>Course of study</b>	
Has the educator's course of study changed?	
Expected completion date:	
<b>Academic progress and study program</b>	
What is the total number of units/ credit points required for completion of this qualification? (Total course requirements)	
How many units/ credit points have been granted as credit or Recognised Prior Learning (RPL)?	
How many units/credit points have been successfully completed (passed grade)?	
How many units/ credit points are remaining for completion?	
How many practicums are left to be completed?	

What is the total duration of the practicums still to be completed (in days)?	
Has the LANTITE been completed?	
Options being explored by the Approved provider/CGB (if applicable) to attract, recruit and retain an ECT:	

**Authorised Officer Declaration**

I, \_\_\_\_\_ have sufficient authority to represent

(AUTHORISED OFFICER OF SERVICE)

\_\_\_\_\_ and certify that (please tick):

(ORGANISATION 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 record keeping requirements and produced to the department upon request.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

