



# How to submit an application to add a Child Care Service to a CCS approval

- To proceed through the application, you need to complete all fields and upload all required documents. The **Next** button in the form will not be available until all fields are completed. Automatic validation checks will occur on some details
- To return to a previous page in the application, select the **Back** button within the application. Do **not** use the back button in your browser
- The application can be saved and closed at any time but must be completed and submitted within 60 days. After 60 days of inactivity, all saved data will be deleted, and a new application will need to be started. Details on how to resume a saved application are at the end of this task card
- Once you have submitted your application, please log back in to the Provider Entry Point (PEP) regularly and check **My Inbox** for correspondence from the Department of Education, Skills and Employment, including requests for information and notification of the outcome of your application.

## Required information

The following information and documentary evidence will be required in your application for CCS approval. It would be beneficial to gather as much of this information as possible before starting the application:

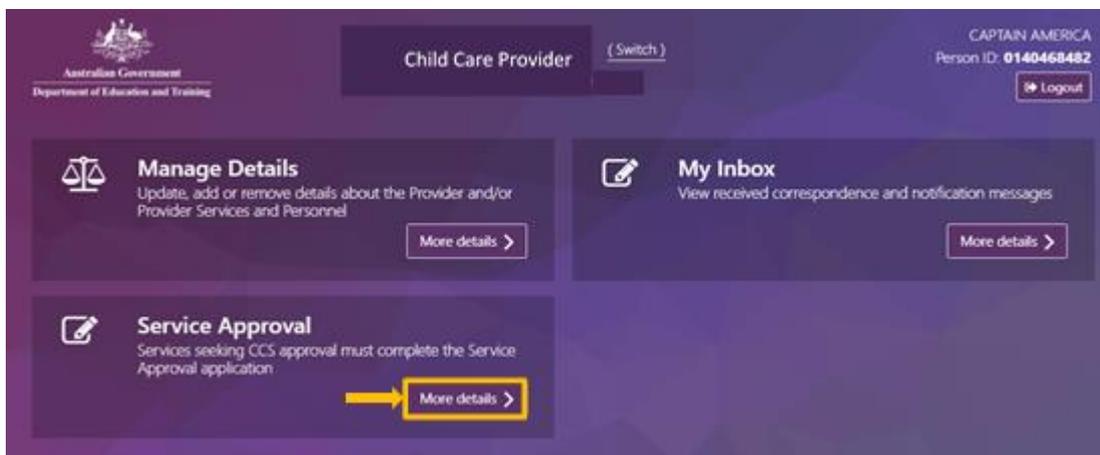
- details of provider and service approval under the *Education and Care Services National Law Act 2010* (the National Law) as issued by the relevant state or territory regulatory authority (where this is relevant)
- NQA ITS sign in details (email address and National Law Provider Approval Number)
- bank account details
- PRODA RA number and contact details for the person completing the application and for each individual listed as having a specified personnel role type
- Working With Children Card details including card number, expiry date and state/territory of issue for all applicable personnel linked to your organisation that are required to hold one and other suitability

checks as they are required for each personnel role. Read the [CCS Specified Personnel Roles Fact Sheet](#) to find out the suitability evidence required for each of your personnel roles

- details of the External Management organisation/individual (if there is one)
- operational details – such as hours of opening, inclusions and fee schedules – for each new service.

## To commence your application

- navigate to the [Child Care Provider Entry Point \(PEP\) tile](#) on the department's website
- log on to the PEP using your PRODA username and password
- if necessary, navigate to the Provider home page
- select '**More details**' from the **Service Approval** home page.



## Part 1: Provider Identification Number

- select **Yes** or **No** as applicable if you hold or have applied for approval to operate under the National Law
- if **Yes**, enter your NQA ITS sign in details to validate your National Law Provider Approval Number
- to verify the information you have provided, click **Request Access Code**
- if you have not applied for provider approval under **National Law**, you will need to provide a reason why this is so.

## Part 2: Services and Service Personnel

- select the Add a Service button.

### Service Approval under National Law

- select **Yes** or **No** as applicable if you hold or have applied for approval to operate under the National Law
- if **Yes**, enter your NQA ITS sign in details to validate your National Law Service Approval Number
- to verify the information you have provided, click **Request Access Code**

- If you have not applied for service approval under **National Law**, you will need to provide a reason **why this is so**.

## Service Eligibility

- select **Yes** or **No** as appropriate to the service eligibility questions.

## Service Type

- answer the questions about:
  - service type (Centre-based Day Care / Outside School Hours Care / Family Day Care/In Home Care)
  - Trust/ Trustee details - if the provider is acting in the capacity of a trustee in the operation of the service, then the trust deed must be attached.

## Service Financial Details

- bank account for Child Care Subsidy payments. The provider bank account details may be used for one or all services.

## External Management Agreement

- external Management details – if the provider has engaged an external management organisation or individual, then a signed agreement with the External Management must be attached.

## Service Address Details

- service address and contact details.

## Proposed Commencement Date

- proposed commencement date for CCS Approval
- change of ownership details if the provider is purchasing or taking over the operation of an existing service.

## Governance

- governance arrangements for the service.

## Display Details on Child Care Finder Website

- details to display on the Child Care Finder website.

## Hours of Operation

- hours of operation.

## Session Fees and Inclusions

- session fees and inclusions.

## Number of child care places offered

- number of child care places offered
- number of operating weeks per year.

## Personnel details

- add service personnel to the service. Before you can complete this section, you will need to gather the following information about the personnel you are adding.

### Persons with Responsibility for Day to Day Operation of a Service

#### **Information required:**

- name, date of birth, position, PRODA RA number
- phone numbers and email address
- Working with Children Card number, expiry dates and state or territory of card issue (if they are required to hold this card under applicable state or territory law).

#### **Documents required**

- Australian National Police Criminal History Check (commonly referred to as a police check) (mandatory)

### Service Contact

#### **Information required:**

- name, date of birth, position
- PRODA RA Number
- Working with Children Card number, expiry dates and state or territory of card issue (if they are required to hold this card under applicable state or territory law).

#### **Documents required:**

- no additional documents required.

### Family Day Care Educator and In Home Care Educator

#### **Information required:**

- name, date of birth, position, PRODA RA number
- phone numbers and email address
- Working with Children Card number, expiry dates and state or territory of card issue (if they are required to hold this card under applicable state or territory law).

### **Documents required:**

- Australian National Police Criminal History Check (commonly referred to as a police check) (mandatory).

### Note

- if applying to operate a Centre-based Day Care or Outside School Hours Care service, you must add at least one person with the role of responsibility for day-to-day operation of the service
- after entering the RA number, select the purple Verify button before entering further details.

Please provide details of the individual being added

Surname:  AND RA Number:

### Criminal Charges and Convictions

- confirm you will attach the required document to the application.

### Working With Children Card

- enter details of current Working With Children Cards (or equivalent) as required.

### Summary

- a summary of information entered in this section (relating to Personnel Records and Service Records) appears.

## Part 3: Review Application

Review and edit the application as required.

## Part 4: Upload Evidence

You need to upload all the documents required as part of your application. Without these documents, your application cannot be submitted.

- click on the + **Upload** button to browse for the document in your computer drive
- once you have uploaded the mandatory documentation, the status of **Required** will change to **Done**.

You can change the document that you have uploaded by selecting + **Edit**.

## Declaration

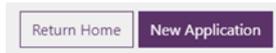
Once you have completed the mandatory information and uploaded the required documents you will be able to complete the declaration and submit the application.

Read the **Declaration** carefully. The person submitting the application must have the authority to make the declaration. If you are the person authorised to provide this information on behalf of the Provider, select the **Declaration** button then click **Submit**. You will be presented with a **Receipt** screen. It is recommended that you make a record of the **receipt number** for this application.

Select **Return to list**.

## Applications List

You can either **Return Home** or **New Application** (to add another service) from this page.



## Processing your application

Each application for CCS approval is assessed on its merits and against specific criteria. There is no provision within Family Assistance Law that defines the period in which the department must come to a decision to approve the application or not. The department endeavors to reach a decision as soon as possible for all applicants.

**It is very important that you regularly log into the Provider Entry Point and check My Inbox** for letters sent by the Department of Education, Skills and Employment as this is how you will be notified of the outcome of your application, as well as of any requests from the department to provide more information.

While waiting for the outcome of the assessment of an application, child care providers may advise families using their service/s that they are currently seeking approval to operate for the purposes of CCS. There is no definite timeframe for the assessment of an application and no guarantee that an application will be approved.

## Resuming a saved application

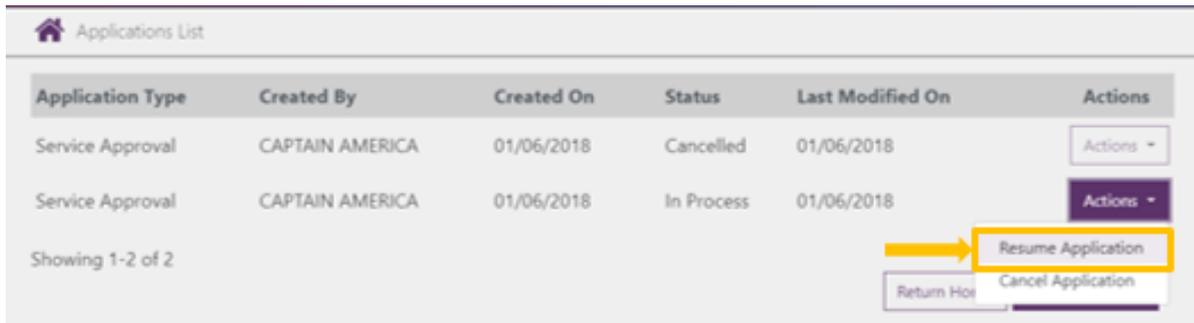
The application can be saved and closed at any time but must be completed and submitted within 60 days. After 60 days of inactivity all saved data will be deleted and a new application will need to be started.

To resume a saved application:

- [Login to PRODA](#)
- from the PRODA home page, select the **Child Care Provider Entry Point (PEP)** tile
- navigate to the Provider home page
- select **More details** from the **Service Approval** home page as you would to commence a brand-new application. You will be taken to the Application Summary page where you can resume your application.

**Note:** alternatively, you can also log on to the [Provider Entry Point](#) (using your PRODA log in credentials), by [clicking on the PEP tile](#) on the [department's website](#).

- you will be taken to the Application Summary page where you can resume your application.



Application Type	Created By	Created On	Status	Last Modified On	Actions
Service Approval	CAPTAIN AMERICA	01/06/2018	Cancelled	01/06/2018	Actions ▾
Service Approval	CAPTAIN AMERICA	01/06/2018	In Process	01/06/2018	Actions ▾

Showing 1-2 of 2

Resume Application  
Cancel Application  
Return Home

## Need Help?

Call the PRODA Helpdesk on **1800 700 199** (select Option 1) with questions relating to PRODA.

For further assistance, contact the Department of Education, Skills and Employment on **1300 363 079** and ask to speak with the CCS Assessment Team in your state or territory. You can also email

[CCSApplicationDocuments@dese.gov.au](mailto:CCSApplicationDocuments@dese.gov.au)