



# Quality Assessor Re-registration

To maintain registration all quality assessors must apply for re-registration annually and demonstrate that they satisfy all the requirements for re-registration. If approved, re-registration is for a further period of one year.

The Aged Care Quality and Safety Commission Rules 2018 (Rules) and Commission's Quality Assessor Registration Policy<sup>1</sup> outline the quality assessor re-registration requirements.

## Applying for re-registration as a quality assessor

Registered quality assessors must apply for re-registration in writing using the **Application for Quality Assessor re-registration** form.

Applications must be accompanied by:

- a log of at least 15 hours of relevant professional development undertaken approved by the Commissioner or delegate (including mandatory training)
- authority and information to allow the Aged Care Quality and Safety Commission (Commission) to obtain an up to date police check if required
- if the applicant has been, at any time after turning 16, a citizen or permanent resident of a country other than Australia—be accompanied by a statutory declaration that the applicant has never been, in that country:
  - i. convicted of murder or sexual assault; or
  - ii. convicted of, and sentenced to imprisonment for, any other form of assault
- any other information or documents specified in the re-registration form.

Applications that do not comply with these requirements may not be accepted by the Commission in accordance with the Rules.

A person must be a registered quality assessor to apply for re-registration. It is each quality assessor's responsibility to submit an application for re-registration before their registration expires. The Commission will not process applications made more than two months before expiry of registration.

Quality assessors who do not apply for re-registration will be removed from the register upon expiry of their registration period.

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<sup>1</sup> A copy of the policy can be made available upon request.

## Professional development (PD)

Quality assessors applying to be re-registered are required to submit a declaration that they have complied with the PD requirements for re-registration and submit a log of the PD undertaken.

The Commission's Continuing Professional Development for Quality Assessors Guidelines outline the PD requirements quality assessors must meet to re-register as a quality assessor.

If a quality assessor does not meet the PD requirements, this may result in a refusal or cancellation of the quality assessor's registration.

## Nursing and other health profession registration

Quality assessors who are registered as a nurse or other health profession must provide evidence of their current registration with the Australian Health Practitioner Regulation Agency.

## Vaccination

Registration is conditional on providing evidence of having had a seasonal influenza and COVID-19 vaccination.

## National Criminal History Checks and Statutory Declaration

A requirement for re-registration is a police certificate issued no more than two years previous. We will arrange for police checks as required.

Anyone who has been a citizen or permanent resident of a country other than Australia since turning 16 years of age is required to provide a statutory declaration that they have not been convicted of these offences.

## Decision to re-register a person as a quality assessor

A delegate of the Commissioner will make a decision on whether to re-register a person as a quality assessor based on the following:

- the person has complied with the obligations as a quality assessor
- the person has completed not less than 15 hours professional development approved by the Commissioner, including any mandatory training
- the person's performance of their functions and exercise of powers as a quality assessor was satisfactory
- a police certificate issued for the person not more than 2 years before the end of the person's current period of registration as a quality assessor does not record that the person has been:
  - i. convicted of murder or sexual assault; or
  - ii. convicted of and sentenced to imprisonment for any other form of assault
- if the applicant has been, at any time after turning 16, a citizen or permanent resident of a country other than Australia, a statutory declaration states that the applicant has never been, in that country:

- i. convicted of murder or sexual assault; or
  - ii. convicted of, and sentenced to imprisonment for, any other form of assault
- the applicant meets any other requirements specified by the Commissioner; this includes:
  - i. compliance with the Commission's Vaccination Policy
  - ii. compliance with the Commission's [Conflict of Interest: Quality Assessor Policy \(POL-ACC-0040\)](#)
  - iii. the applicant not having any current parallel engagement with the aged care or health care industry<sup>2</sup>.

Registered quality assessors are required to comply with the Quality Assessor Obligations in order to retain registration as a quality assessor or to re-register as a quality assessor. The Quality Assessor Obligations are published on the [Commission website](#)<sup>3</sup>.

## **Cancellation of quality assessor registration**

Registration as a quality assessor must be cancelled if:

- the person is convicted of murder or sexual assault
- the person is convicted of, and sentenced to imprisonment for any other form of assault
- the person requests, in writing, the Commissioner to do so.

Registration as a quality assessor may be cancelled if:

- the person's performance of the functions and exercise of the powers as a quality assessor has not been satisfactory
- the person has failed to comply with their obligations as a quality assessor or failed to fulfil any other requirement specified by the Commissioner.

If a quality assessor's registration is cancelled or if the quality assessor does not intend on re-registering, their identity card must be returned to the Commission. Under section 74(4) of the Aged Care Quality and Safety Commission Act 2018, it is an offence if a person does not return their identity card within 14 days after ceasing to be a quality assessor.

## **Reconsideration of decision**

If a decision has been made to cancel or refuse a person's registration as a quality assessor, the person may request for the decision to be reconsidered by the Commission. The request must be made in writing, set out the reasons for the reconsideration and be given to the Commission within 14 days after being notified of the decision. For more information about the reconsideration process please refer to the [Commission's website](#)<sup>4</sup>.

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<sup>2</sup> As defined in the Commission's Quality Assessor Registration Policy. A copy of the policy can be made available upon request.

<sup>3</sup> <https://www.agedcarequality.gov.au/about-us/assessors#quality-assessor-obligations>

<sup>4</sup> <https://www.agedcarequality.gov.au>

## Advising the Commission of changes to contact details

Quality assessors must inform the Commission of any change of contact details including email address within 14 days of any change. Failure to do so may prevent the Commission from making offers of work and result in removal from the Register.

## Registration Collection Notice

The Commission collects the following personal information from applicants to assess quality assessor registration:

- personal details to undertake police checks
- contact detail information for ongoing correspondence
- professional details such as nurse registration or any health practitioner registrations
- details about experience with indigenous cultures
- photos for identification
- assessor course results and any other mandatory training for registration
- professional development, education and training details
- details of conflicts of interest
- details about vaccination (or non-vaccination) against the seasonal influenza.

Personal information is kept on the Commission's secure servers.

The Commission will use and disclose personal information to assess quality assessor registration.

The Commission will disclose personal information to third parties such as the Australian Criminal Investigation Commission when undergoing a national police check. Please refer to the Australian Criminal Investigation Commission website for their privacy statement.

For more information about the Commission's privacy practices, including how to access or correct personal information or make a complaint, see the privacy policy available on the [Commission's website](https://www.agedcarequality.gov.au)<sup>5</sup> or contact the Commission by phone on 1800 951 822 or email: [hrservices@agedcarequality.gov.au](mailto:hrservices@agedcarequality.gov.au).

## Further information

**Post:** Quality Assessor Registration Team  
Aged Care Quality and Safety Commission  
GPO Box 9819  
BRISBANE QLD 4001

**Email:** [Registrar@agedcarequality.gov.au](mailto:Registrar@agedcarequality.gov.au)

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<sup>5</sup> <https://www.agedcarequality.gov.au>