Circumstances that must be notified to the DEPARTMENT of EDUCATION (DE)

The requirements outlined in the [Serious Incidents, Change of Circumstances, and Complaints to Notify](https://elaa.org.au/wp-content/uploads/2024/05/23-Reporting-Requirements-and-Compliance-Serious-Incidents-to-Notify-DE.docx) also apply, and work conjunction with below notification to DE.

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| **Type of notification** | **Who is responsible** | **Timeframe** |
| Death of approved provider | Nominated Supervisor or person in day-to-day control | Within 7 days of the death |
| Intention to transfer service approval | Transferring approved provider and receiving approved provider | At least 42 days before transfer |
| Change in name of approved provider | Approved provider | Within 14 days |
| Any appointment or removal of a person with management or control of service | Approved provider | Within 14 days |
| Failure to commence operating within 6 months (or within the time agreed with DE) after being granted a service approval | Approved provider | Within 14 days |
| The suspension or cancellation of a Working with Children Check card or teacher registration (VIT), or disciplinary proceedings under an education law of a participating jurisdiction in respect of a nominated supervisor engaged by the service. | Approved provider | Within 7 days of the approved provider being notified |
| Addition of a new nominated supervisor | Approved provider | At least 7 days prior to commencement  (or as soon as practicable but no more than 14 days after commencement) |
| Nominated supervisor ceases to be employed or engaged at the service, is removed from the role, or withdraws consent to the nomination | Approved provider | Within 7 days |
| Any proposed change premises | Approved provider | Within 7 days |
| Change of a nominated supervisor’s name or contact details | Approved provider | Not specified |
| Ceasing to operate the education and care service | Approved provider | Within 7 days |
| Any change relevant to approved provider’s fitness and propriety | Approved provider | Within 7 days |
| Any change to the address of the approved provider, or the principal office of the approved provider, or the contact details of the approved provider | Approved provider | Within 7 days |
| The appointment of receivers or liquidators or administrators to the approved provider or any matters that affect the financial viability and ongoing operation of the service | Approved provider | Within 7 days |
| Any change to the hours and days of operation of the service | Approved provider | Within 7 days |
| Any change to the range of ages of children to be educated or cared for by a service | Approved provider | Within 7 days |
| Any change to the nature of education and care to be provided by a service | Approved provider | Within 7 days |
| The first time the service provides, or arranges for, the regular transportation of children | Approved provider | Within 7 days |
| The final time the service provides, or arranges for, the regular transportation of children | Approved provider | Within 7 days |