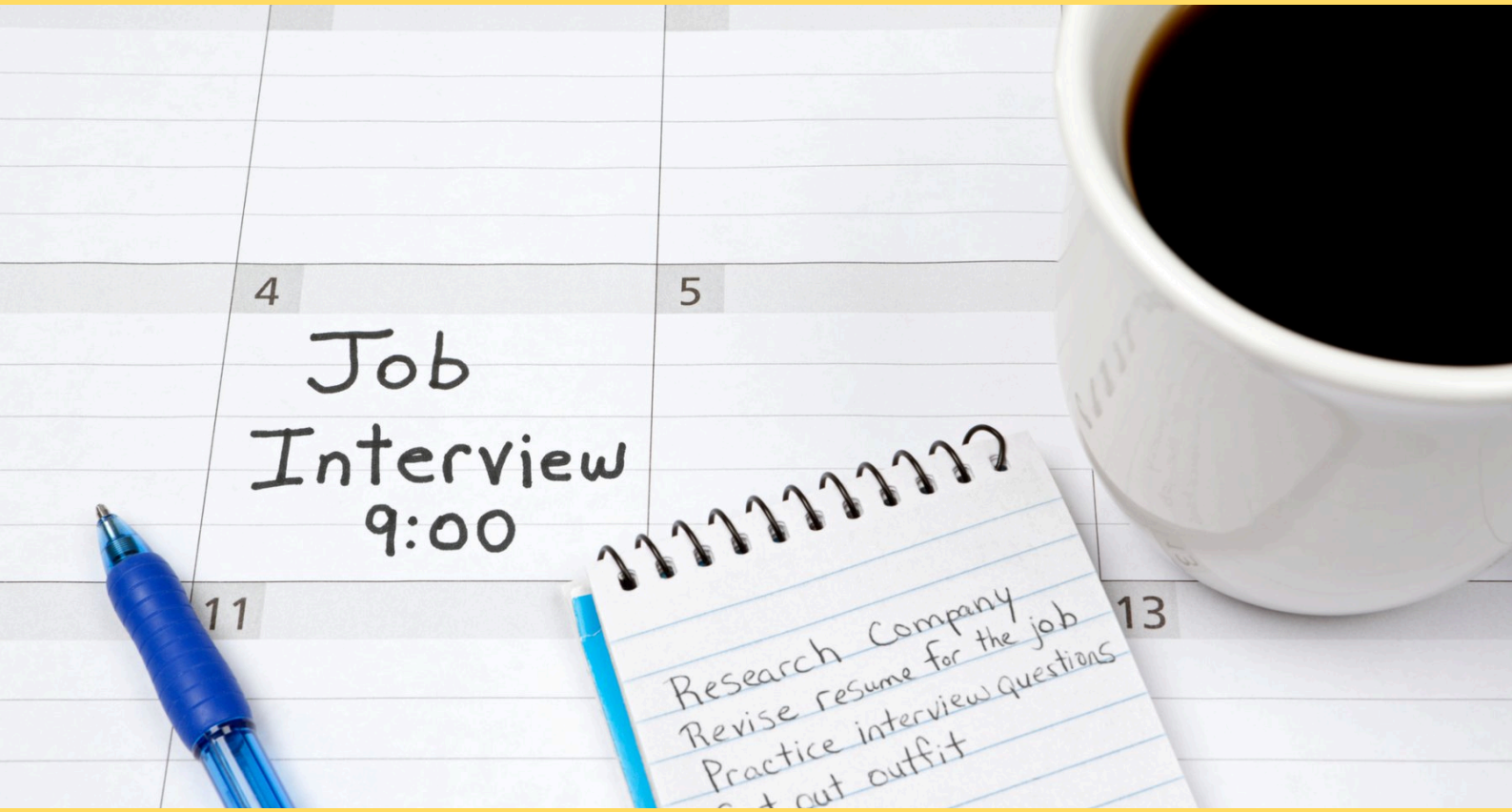
Ask ECE

NOVEMBER 2026

JOB SEEKER GUIDE

The A to Z of your next early childhood job

What to have ready, what each role really asks of you, and how to walk into the interview prepared.



08
Roles explained

2026
Rules checked

01
Checklist to tick off

For early childhood educators, teachers and students.

You Ask. We Answer.

WELCOME

Walk in ready. Walk out confident.

Early childhood services are hiring, and 2026 changed what they need from you. New child safety training, a national worker register and new rules on personal devices all show up in today's interviews, alongside the questions you would expect about children, families and programming.

HOW TO USE THIS GUIDE

This guide takes you from the paperwork to your first week. Start with the checklist on page 20 to see what you already have. Then read the page for your role, and practise two or three answers out loud before the interview.

In this guide

Select a section to go to it. Page numbers in the text are links too.

03 The paperwork every service asks for

04 Qualifications and "working towards"

05 The 2026 changes interviewers ask about

06 Know your role: Cert III, students, trainees

07 Diploma educator and room leader

08 Early childhood teacher

09 Educational leader and 2IC

10 Director and family day care

11 Where your career can go

12 Pay and conditions

13 Choosing the right service

14 Your résumé and cover letter

15 Selection criteria

16 The interview

17 Practise out loud

18 Trial shifts and unpaid work

19 After the offer

20 Your checklist, then sources

17 **Mock interview video.** Three interviewers, a 15-second clock, then our answers. The YouTube link is with the sample answers.

This is general information, not legal, employment or migration advice. Rules differ between states and territories and change over time. Sources checked 19 November 2026.

BEFORE YOU APPLY

The paperwork every service asks for

Have these ready, with copies you can send, before you start applying. Missing paperwork is one of the most common reasons a good applicant cannot start on time.

State or territory	Your check to work with children
NSW	Working with Children Check
Victoria	Working with Children Check
Queensland	Blue card
Western Australia	Working with Children Check
South Australia	Working with Children Check
Tasmania	Registration to Work with Vulnerable People
ACT	Working with Vulnerable People registration
Northern Territory	Working with Children Clearance (Ochre Card)

Under the 2026 reforms, your check must be current before you start working in a service. Apply early, because processing can take weeks. A police check is not the same thing, and a check from another state may not carry over. [13]

Also have ready

- **Your qualification**, or proof of enrolment and progress if you are still studying (page 4).
- **First aid, asthma and anaphylaxis training** from ACECQA's approved list. Services must always have trained staff on site, and many ask every educator to hold all three. They stay current for 3 years, with CPR renewed every 12 months. [5]
- **Child safety and child protection training** (page 5).
- **Teacher registration or accreditation** if you are an early childhood teacher (page 8).
- Photo identification and your right to work in Australia (visa holders can check their work conditions on VEVO), and two recent referees. [19]

QUALIFICATIONS

Approved, and "working towards"

Services can only count you towards their qualification requirements if your qualification is on ACECQA's approved list. Check yours with ACECQA's qualification search before you apply, and say on your résumé exactly which qualification you hold and when you finished it.

Still studying? You may still count

In centre-based services, the National Regulations let some people who are "actively working towards" an approved qualification be counted towards the requirements. [1]

- **Certificate III level:** you are enrolled, you have started, and you are making satisfactory progress.
- **Diploma level:** as above, and you hold an approved Certificate III or have completed set units, or you have finished at least half of the diploma.
- **Early childhood teacher:** depending on how much you have completed, you may be counted as a Certificate III, diploma or "suitably qualified" educator.

CHANGING AT THE END OF 2026

Regulation 242, which lets some people studying towards an ECT qualification be counted as an ECT, expires on 31 December 2026 in NSW, the ACT, Tasmania and Western Australia. It already does not apply in Queensland or Victoria. South Australia keeps its own rules, and the Northern Territory is still deciding. If your role relies on it, ask the service what happens from January. [2]

Also to watch: on 18 November 2026 the Department of Education announced supervision reforms agreed by Education Ministers, including the next stage of the "working towards" reforms. Details and timelines are expected from early 2027. [18]

FAMILY DAY CARE IS DIFFERENT

Since 1 July 2023, new family day care educators must hold an approved Certificate III (or higher) before they start. "Working towards" does not apply. [1]

WHAT CHANGED IN 2026

The changes interviewers ask about

The national child safety reforms that took effect on 27 February 2026 have been described by governments as the most significant change for the sector since the National Quality Framework began. Expect at least one question on them. [4, 14]

Child safety training

Everyone working in a service, including students and volunteers, must complete the national child safety training. It is free and done in Geccko, the Australian Government's learning platform, with your own account. If you start on or after 14 August 2026, you must complete the foundation training within 14 days of starting or before you work directly with children, whichever comes first. It is refreshed every 2 years, and Western Australia has its own timeline. Educators who work directly with children also complete advanced courses; if you start a role on or after 30 September 2026, you have 3 months. [3]

Child protection training is also required, and the course depends on your state. In Victoria, for example, educators working with children complete the PROTECT module every year. An older child protection certificate does not replace the new national training. [3]

The National Early Childhood Worker Register

Your employer must record your details on the national register within 14 days of you starting, and update it when anything changes. You do not register yourself. [4, 20]

Personal devices

In centre-based services, staff cannot have a personal phone or device with them while working directly with children, and images of children can only be taken on service devices. [4]

TIP

Keep your Geccko certificate. Bring it to the interview and ask the service how it handles training for new starters.

KNOW YOUR ROLE | 1 OF 5

Cert III, students and trainees

CERTIFICATE III

Educator

What the job involves

- Daily care: meals, sleep, nappies and toileting, with dignity.
- Supporting play and the program your room has planned.
- Observing children and sharing what you notice.
- Keeping children safe and supervised.

What interviewers look for

- Warm, respectful interactions with children.
- Reliability and teamwork.
- A basic understanding of the EYLF and child safety.
- Willingness to learn.

Questions you are likely to get: Why do you want to work with children? How would you settle a child who is upset at drop-off? What would you do if a child told you something that worried you?

FIRST ROLE

Students and trainees

What the job involves

- On placement, you learn under supervision and build evidence for your course.
- As a trainee, you work and study at the same time, paid at trainee rates.

What interviewers look for

- Curiosity and questions.
- Taking feedback well.
- Your placement experiences, told as short stories.

Questions you are likely to get: What did you learn on placement? Tell us about a time a supervisor gave you feedback. Which part of the course do you enjoy most?

Placements that are a required part of your course can be unpaid. A trial or "work experience" outside your course is a different thing (page 18). [9]

KNOW YOUR ROLE | 2 OF 5

Diploma educator and room leader

DIPLOMA

Diploma educator

What the job involves

- Planning and documenting learning for a group of children.
- Leading parts of the day and the program.
- Building partnerships with families.
- Often counted towards the service's diploma requirements.

What interviewers look for

- How you observe, plan and evaluate (the planning cycle).
- Examples of intentional teaching.
- How you include every child.

Questions you are likely to get: Talk us through one observation and what you planned from it. How do you link your program to the EYLF? How do you support a child with additional needs?

LEADERSHIP

Room leader

What the job involves

- Running a room: the roster, routines and program.
- Guiding and mentoring the educators in your room.
- Being the first contact for families in the room.
- Keeping documentation and ratios on track.

What interviewers look for

- Calm leadership and clear communication.
- How you handle conflict in a team.
- How you keep a room safe and organised.

Questions you are likely to get: Tell us about a time you had to have a hard conversation with a colleague. How do you make sure messages from families are passed on? What does a good handover look like?

KNOW YOUR ROLE | 3 OF 5

Early childhood teacher

DEGREE QUALIFIED

Early childhood teacher (ECT)

What the job involves

- Leading the educational program, often for a preschool or kindergarten group.
- Assessing and documenting learning, and planning from it.
- Supporting transitions to school.
- Often mentoring other educators.

What interviewers look for

- A clear teaching philosophy you can explain simply.
- Assessment for learning, not just documentation.
- How you lead the team's practice, not only your own.

Questions you are likely to get: What is your teaching philosophy, and how does it show up in your room? How do you assess learning? How would you support an educator who is new to programming?

Teacher registration

Teacher registration is separate from having an approved qualification. Where ACECQA's summary stood when we checked: [6]

- **Required:** NSW (accreditation, in centre-based services), Victoria, South Australia, Western Australia, and the Northern Territory from September 2026, with a one-year transition.
- **Voluntary in early childhood services:** Queensland and the ACT, though employers may ask for it. In the ACT it is required in preschools attached to schools.
- **Tasmania:** required for kindergarten teachers in schools, not for ECTs in other early childhood services.

STUDYING TOWARDS YOUR DEGREE?

If you are being counted as an ECT while you study, read the regulation 242 note on page 4. It ends on 31 December 2026 in several states. [2]

ECTs are usually covered by the Educational Services (Teachers) Award 2020, not the Children's Services Award (page 12).

KNOW YOUR ROLE | 4 OF 5

Educational leader and 2IC

LEADERSHIP

Educational leader

What the job involves

- Leading the development and implementation of the educational program across the service.
- Mentoring educators, reflecting together and building documentation that is used.
- Supporting the service's quality improvement.

What interviewers look for

- How you lift practice without taking over.
- How you use reflection and evidence.
- Time management, because the role is often shared with room work.

Questions you are likely to get: How would you support an educator whose documentation is not helping children's learning? How do you lead critical reflection? What would your first 90 days look like?

LEADERSHIP

Assistant director or 2IC

What the job involves

- Supporting the director with staffing, compliance and families.
- Stepping in as the person in day-to-day charge.
- Often holding the educational leader role as well.

What interviewers look for

- Knowledge of the National Law and Regulations.
- Judgement under pressure.
- Steady communication with families and staff.

Questions you are likely to get: A family makes a complaint about an educator. What do you do? How do you keep ratios when staff call in sick? What are the 2026 child safety changes?

The award includes an allowance for the educational leader. Ask how it is paid if the role is offered to you (page 12).

KNOW YOUR ROLE | 5 OF 5

Director and family day care

LEADERSHIP

Director or nominated supervisor

What the job involves

- Leading the service: people, quality, compliance and money.
- Preparing for assessment and rating, and owning the Quality Improvement Plan.
- Working with the approved provider and the regulatory authority.

What interviewers look for

- Knowledge of the NQS, including the 2026 changes to Quality Areas 2 and 7.
- A record of building and keeping a team.
- How you lead a child safe culture.

Questions you are likely to get: How would you prepare the service for assessment and rating? How do you build a child safe culture, not just policies? Tell us about a time you turned a team around.

YOUR OWN BUSINESS

Family day care educator

What the job involves

- Educating and caring for a small group of children in your home, under a registered scheme.
- Running your own program and records, with support from the coordination unit.

What interviewers look for

- A safe, suitable home environment.
- Organisation and record keeping.
- First aid, asthma and anaphylaxis training: each family day care educator must hold all three. [5]

Questions you are likely to get: How would you set up your space for different ages? How do you keep families informed? How will you manage your records and reflection on your own?

Many family day care educators run their own business within a scheme. Ask about fees, levies, insurance and the support the scheme provides before you sign.

LOOKING AHEAD

Where your career can go

Every role in this guide is a step you can take from where you are now, and each one builds on the one before.

Cert III	Educator. The starting point, and the minimum for family day care.
Diploma	Advanced educator, then room leader. Often the step into planning and leading a room.
Degree	Early childhood teacher. Leads the educational program, often for a preschool or kindergarten group.
Leadership	Educational leader, assistant director or 2IC, director, or a role across several services.

You can study while you work, and "working towards" may let you count at the next level before you finish (page 4). [1]

Where the sector is heading

All Australian governments and the sector agreed **Shaping Our Future**, a ten-year workforce strategy for 2022 to 2031, with 21 actions across six focus areas: professional recognition, attraction and retention, leadership and capability, wellbeing, qualifications and career pathways, and data and evidence. [15]

Among its actions: investigating better pay, teacher registration for early childhood teachers in every state, stronger mentoring and induction for new teachers, easier access to professional development and micro-credentials, better wellbeing supports, and a review of the staffing and qualification rules. [15]

WHAT HAS ALREADY CHANGED

Award pay rose from March 2026 and the worker retention payment was extended (page 12). Registration for early childhood teachers is spreading, with the Northern Territory starting in September 2026 (page 8). The rule that counts some students as ECTs ends in several states on 31 December 2026 (page 4). [2, 6, 7, 8]

The strategy sets a direction for governments. It is not a list of programs you can apply for, and what is offered differs between states. ACECQA's online dashboard tracks progress on each action.

PAY AND CONDITIONS

Know your award. Check your rate.

Which award covers you

Most educators, room leaders, assistant directors and directors are covered by the Children's Services Award 2010. Early childhood teachers are usually covered by the Educational Services (Teachers) Award 2020. Some services pay under their own enterprise agreement instead.

The award changed in March 2026

From 1 March 2026, the Children's Services Award moved to 8 levels, based on your qualification, experience and role. For example, Level 3 is a qualified educator with a Certificate III, Level 5 is an advanced educator with a diploma, Level 6 is a room leader, Level 7 is an assistant director and Level 8 is a director. Pay rose as part of the Fair Work Commission's gender undervaluation review, with further increases applied in stages. [7]

The worker retention payment

Services that take part in the Australian Government's worker retention payment must pay eligible workers at least a set rate above the award. The program has been extended to 30 June 2028 and opened to family day care and in home care. [8]

ASK BEFORE YOU ACCEPT

- Which award or agreement covers this role, and at what level?
- What is the hourly rate?
- Does the service take part in the worker retention payment?
- Is the role full time, part time or casual?

Check any rate against the Fair Work Ombudsman's pay guide for your award, or call the Fair Work Infoline on 13 13 94.

YOUR CHOICE TOO

Choosing the right service

An interview works both ways. You are choosing the place where you will spend most of your week.

Look it up first

Every approved service's NQS rating is public. Search ACECQA's national registers or Starting Blocks by the service's name or suburb. Read the rating and the date it was given. A rating is a snapshot, so ask what has changed since. [11, 12]

GREEN FLAGS

- The ad names the award level or the pay.
- You are shown the rooms and introduced to the team.
- Programming time and induction are described.
- They ask about your practice, not only your availability.
- Staff seem settled and children seem at ease.

RED FLAGS

- No pay or level mentioned, even when you ask.
- An unpaid "trial" where you are counted in ratio.
- You are asked to start before your check or training is done.
- Personal phones in use in the rooms.
- Very high staff turnover, or vague answers about it.

Good questions to ask them

- How do new educators get inducted, and who supports them?
- How much programming or non-contact time is there?
- What does professional development look like here?
- What are you most proud of at this service?

ON PAPER

Your résumé and cover letter

Résumé: one to two pages

One page suits students, new graduates and early career educators. Two pages give experienced educators, teachers and leaders room to show what they have done. A third page is rarely needed. Focus on recent, relevant experience, and never shrink the font to fit. [17]

- **Top of page one:** your name, phone, email and suburb. A photo, your date of birth and your marital status are not needed.
- **Qualifications:** the exact name, where you studied, and when you finished. If you are studying, how far through you are.
- **Checks and training:** your check to work with children and its expiry (give the number when the service asks for it), first aid, asthma and anaphylaxis with dates, and your child safety training.
- **Experience:** most recent first. Under each role, two or three things you did well, with an outcome.
- **Referees:** two recent supervisors, with their permission. "Available on request" is fine on the page.

TURN DUTIES INTO OUTCOMES | MADE-UP EXAMPLE

Duty: "Responsible for documentation in the toddler room."

Outcome: "Introduced a shared floor book with the toddler team, so families could see and add to their child's learning each week."

Cover letter: one page, written for this service

Say which role you are applying for. Name something real about this service: its philosophy, its rating, a program or its community. Then give two short examples that match what the ad asks for. Finish by saying when you can start.

Use the service's own words from the ad where they are true for you. Many services sort applications by how well they match the ad.

SELECTION CRITERIA

Answer with a real example

Many ads, and most government and larger provider roles, ask you to address selection criteria. Interviewers use the same idea when they say "Tell us about a time when...". The simplest way to answer is a short story with four parts.

Situation	Where were you, and what was happening?
Task	What did you need to do?
Action	What did you do? Use "I", and give the detail.
Result	What happened, for the child, the family or the team? What did you learn?

MADE-UP EXAMPLE | "BUILDS PARTNERSHIPS WITH FAMILIES"

Situation: A toddler's family had just moved from overseas and spoke little English.

Task: I wanted the family to feel welcome and to understand their child's day.

Action: I learnt a greeting in their language, used photos to share the day, and with the director arranged an interpreter for our first meeting.

Result: The family began staying for a few minutes at drop-off and shared songs from home, which we added to the room. I now plan for this with every new family.

Keep each answer to about a minute when spoken, or half a page when written. Have four or five stories ready that you can adapt: a child, a family, a colleague, a safety moment and something you improved.

THE INTERVIEW

What they are really asking

ACECQA's child safety guidance encourages services to use a mix of question types when they recruit. Expect several of each. [10]

Type	What it tests, with examples
Competency	What you know. Professional boundaries with children, your role as a mandatory reporter, and the difference between "child safe" and "child protection".
Behavioural	What you have done or would do. A time you comforted a distressed child. What you would do if a child disclosed harm, or if you saw a colleague act inappropriately.
Scenario	How you think. A colleague photographs children on a personal phone. An educator disciplines a child too harshly. A parent tells you about family violence.
About you	Why you want to work with children, and how children you have worked with would describe you.

CHILD SAFETY SCENARIOS: THE SHAPE OF A STRONG ANSWER

- **Make the child safe now.** Stay calm and stay with the child.
- **Listen, do not investigate.** Let the child speak. Do not ask leading questions or promise to keep a secret.
- **Report.** Tell the nominated supervisor, follow the service's policy, and know that you can report directly to the relevant authority yourself.
- **Record.** Write down what you saw and heard, with the date and time, in the child's words.

Reporting obligations differ between states and territories. Learn your state's process before the interview, and say you would follow the service's child protection policy.

PRACTISE OUT LOUD

Four questions, four sample answers

Made-up answers that show the shape of a strong one. Use your own words and examples; interviewers can tell when an answer is learnt by heart.

1 | "TELL US ABOUT YOURSELF."

What they want: a quick picture of your qualification, your experience and what you care about.

Sample: "I finished my Bachelor of Early Childhood Education last year, and I have three years in a toddler room. Last term I led a change to more outdoor, play-based experiences, and our documentation showed children staying with their play for longer. I care most about children feeling safe enough to take risks in their learning."

2 | "HOW DO YOU GUIDE A CHILD'S BEHAVIOUR?"

What they want: calm, respectful guidance, never punishment or humiliation. [16]

Sample: "First I look for what the behaviour is telling me: tiredness, frustration, or not yet having the words. I stay close and calm, name the feeling, and help the child find another way. Then I look at what I can change in the room or the routine, and talk with the family so we are consistent."

3 | "HOW DO YOU SHARE A CHILD'S LEARNING WITH FAMILIES?"

What they want: partnership, not just reporting.

Sample: "A quick, real moment at pick-up, the service's app for photos and stories, and time to sit down when there is more to talk about. I ask families what they see at home, and I use it in my planning."

4 | "HOW DO YOU INCLUDE EVERY CHILD?"

What they want: respect for each child's culture, abilities and family.

Sample: "I get to know each family first. I adapt spaces and experiences so every child can take part, and I work with families and specialists when a child needs extra support."

WATCH THE MOCK INTERVIEW

Three interviewers ask three common questions: child safety, observing and planning, and a disagreement with a colleague. You get 15 seconds on the clock to answer, then compare with ours. youtu.be/-d8xlp6cRYk

BEFORE YOU START

Trial shifts and unpaid work

Some services ask applicants to spend time in a room before an offer. That can be reasonable. Unpaid work, though, has clear limits.

What Fair Work says

An unpaid trial may be lawful only if it is needed to show the skills for the job and lasts no longer than that, which the Fair Work Ombudsman says could be from an hour to one shift depending on the work. It must be a demonstration of skills for the vacant role, and you must be under direct supervision. Beyond that, the employer must pay you at least the minimum rate. [9]

IN AN EARLY CHILDHOOD SERVICE

If you are left on your own with children, counted in the ratio, or rostered to cover a shift, you are working, and you should be paid. You also need a current check to work with children, and the service must meet its child safety training rules for new starters before you work directly with children. [3, 9]

Questions to ask before a trial

- How long is it, and what will I be doing?
- Who will be supervising me?
- Is it paid, and at what rate?

If a trial goes beyond what Fair Work describes, you can ask to be paid for the time, or contact the Fair Work Ombudsman on 13 13 94.

Placements that are a required part of your course are separate, and can be unpaid. [9]

YOU GOT THE JOB

After the offer

Read the contract before you sign

- Your title, your award or agreement, your level and your hourly rate.
- Full time, part time or casual, and your guaranteed hours.
- Your start date, and the length of any probation period.
- Where you will work, and whether you may be moved between services.
- Programming or non-contact time, if the role includes it.

If something you were told at the interview is not in the contract, ask for it in writing before you sign.

Your first week

- Complete any training the service needs before you work directly with children.
- Read the child protection, child safe, devices, sleep and medical conditions policies first.
- Learn the children's names, allergies and medical plans in your room.
- Ask where your phone and bag are kept, because personal devices stay out of the rooms.
- Find out who your mentor is, and book a short catch-up at the end of week one.

PROBATION

Probation is a chance for both of you to see if the role fits. Ask what will be reviewed and when, and keep short notes on your goals and the feedback you receive.

KEEP THIS PAGE

Your checklist

Tick each item as it is ready. Bring copies of your documents to every interview.

Documents

- [ ] Check to work with children, current
- [ ] Qualification, or enrolment and progress
- [ ] First aid, asthma and anaphylaxis, with dates
- [ ] CPR within the last 12 months
- [ ] Child safety training certificate
- [ ] Child protection training for my state
- [ ] Teacher registration (ECTs, where required)
- [ ] Photo ID and right to work

Application

- [ ] Résumé, two pages, outcomes not duties
- [ ] Cover letter written for this service
- [ ] Selection criteria answered with examples
- [ ] Two referees asked and ready

Research

- [ ] Service rating looked up
- [ ] Philosophy and website read
- [ ] Award and level for the role checked
- [ ] Questions to ask them written down

Interview

- [ ] Four or five stories ready (child, family, colleague, safety, improvement)
- [ ] A child safety scenario practised out loud
- [ ] The 2026 changes in my own words
- [ ] Trial shift questions ready

Offer

- [ ] Contract read: level, rate, hours, probation
- [ ] Anything promised is in writing

KEEP FOR REFERENCE

Sources to check

The numbered references support the guidance in this guide. Select an underlined title to open the source. Checked 19 November 2026.

1 ACECQA. Actively working towards a qualification. Current online guidance.

2 The Sector (2026). ECT workforce provisions to change at the end of 2026.

3 ACECQA. Child Safety and Child Protection Training. Current online guidance, including state and territory requirements.

4 ACECQA (February 2026). Strengthened NQF child safety and protections. Information sheet.

5 ACECQA. First aid qualifications and training. Current online guidance, with the approved training lists.

6 ACECQA. Early childhood teacher registration and accreditation. Current online guidance.

7 Fair Work Ombudsman (updated June 2026). Changes to the Children's Services Award.

8 Australian Government Department of Education. Worker retention payment. Current online guidance.

9 Fair Work Ombudsman. Unpaid trials. With the unpaid work and student placement pages.

10 ACECQA (June 2025). NQF Child Safety Guides: Recruitment tool.

11 ACECQA. National registers of approved services.

12 Australian Government. Starting Blocks: find a service and its rating.

13 Victorian Early Childhood Regulatory Authority (2026). Child safety reforms: national and Victoria-specific legislative changes.

14 Queensland Government, Early Childhood Education and Care. Child safety reforms.

15 Education Ministers Meeting (2021). Shaping Our Future: National Children's Education and Care Workforce Strategy 2022 to 2031. With the implementation and evaluation plan (2022) and ACECQA's online dashboard.

16 Education and Care Services National Regulations. Regulation 155 covers interactions with children. This link opens the New South Wales copy.

17 SEEK (updated July 2026). How long should a resumé be?

18 The Sector (19 November 2026). New national supervision reforms to clarify educator ratios across services. Reporting the Department of Education announcement of 18 November 2026.

19 Department of Home Affairs. Check visa conditions online using VEVO.

20 ACECQA. National Early Childhood Worker Register.

WHEN YOU ARE READY

Your next role starts here.

Children remember the people who made them feel safe.

TWO FREE PLACES TO START ON ASK ECE

The Jobs Board. Early childhood roles and student placements in one place, with verified services checked against ACECQA's national register. Set up your profile to see which jobs match it and to get job alerts. Only you see your matches.

The Pay Calculator. Choose your award and your level, and see what the minimum rate for your role should be before you say yes.

www.askece.com.au/jobs

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