The ECT application readiness checklist

Use this to organise your next steps. Ticks do not establish eligibility, professional competence or a guarantee of employment.

Role and requirements

[ ] I have read the full advertisement and role description.
[ ] I have checked my qualification status using the relevant official source.
[ ] I understand applicable registration and work-rights requirements.
[ ] I can describe my current status accurately.

Evidence and documents

[ ] My dates, course names and role titles agree across documents.
[ ] I have relevant examples from work or clearly labelled placement.
[ ] I distinguish my actions from my team's contribution.
[ ] My cover letter addresses this particular opportunity.
[ ] I have followed the employer's criteria and file instructions.

Interview preparation

[ ] I can explain a planning, relationship or teamwork example.
[ ] I can reflect on what I learned and what I would change.
[ ] I know when to seek guidance and follow service procedures.
[ ] I have useful questions about induction, mentoring and the role.

Practical next steps

[ ] Referees have agreed to be contacted.
[ ] My availability and travel plans are realistic.
[ ] I have removed identifying information about children and families.
[ ] I have recorded the application deadline and next action.

Choose one action

Which unticked item matters most for this application? Write a concrete action, the information or support you need and a date to review it. Avoid treating a total score as a professional assessment.

Read the first-job application guide | Free toolkit

Official checks: ACECQA qualifications and registration guidance.

Optional support: Documents $25 | Targeted Strategy Call $50 | Documents plus Strategy $70 | Ultimate ECT Package $100. Check inclusions and enquire.