



10793NAT Commissioner for Declarations | Course in Community Justice Services

Overview:

This course is suitable for participants who wish to apply to become a Commissioner for Declarations in Queensland. The duties of a Commissioner of Declarations are not to be taken lightly. You have a vital and responsible role to play in the general community. You will at times be dealing with matters of crucial importance to people's lives.

Duties fall into two main categories:

- Witnessing people signing documents as prescribed by law
- Certifying copies of documents

Unsure whether to enrol in the Justice of the Peace or Commissioner of Declarations course? Click [HERE](#) to view a guide on which qualification you require based on what duties you will be conducting. Participants will gain the required skills and knowledge to be able to carry out the above duties effectively as per the Queensland and Commonwealth Law.

Pre-requisites:

Participants must be:

- An Australian citizen
- 18 years of age or older
- Of good character
- Registered on the state electoral roll

According to the Act, individuals cannot hold office as a Commissioner for Declarations if they:

- Have been convicted of a serious offence at any time (i.e. an indictable offence, irrespective of whether it was dealt with in the magistrates, district or supreme court)
- Have been convicted of more than 2 offences of any kind at any time
- Have been convicted of an offence of any kind in the last 5 years
- Have been convicted of an alcohol or drug driving offence in the last 5 years
- Have been convicted of more than 2 traffic offences in the last 4 years (i.e. convictions under the Transport Operations (Road Use Management) Act 1995)
- Are an undischarged bankrupt (i.e. not yet free from bankruptcy).

Examples of offences include all types of criminal offences, drug related offences, financial (tax or business related), social security offences, shoplifting, or failure to pay a TOLL fee within the stated period of time.

Note that for traffic offences, a person who pays an amount by the way of a penalty for an offence, is taken to have been convicted of the offence on the day the amount is paid

Individuals convicted of more than 6 offences under the Transport Operations (Road Use Management) Act 1995 in a 4 year period, are not qualified to be appointed as a Justice of the Peace (Qualified) or Commissioner of Declarations for 5 years after the date of the last conviction.

For the **online** course, participants must have access to a computer with email and internet access.

Licence & Regulatory Requirements:

The Queensland Government administers all Commissioner of Declarations applications. All participants are encouraged to visit the following website prior to enrolling to confirm they meet application requirements. Additional application fees do apply. Please note you must apply within 2 years of successfully completing the course. Once your application is submitted, please allow approximately 3 months for approval.

<https://www.qld.gov.au/law/legal-mediation-and-justice-of-the-peace/jp-and-cdec-information/how-to-become-a-jp-or-cdec/>

Units of Competency:

On successful completion participants will be issued with a statement of attainment with the following unit:
QCJWIT001 Witness or certify documents

Delivery Method:

Option 1: 1 day classroom

Option 2: Online/self-paced with **3 months** from date of enrolment to complete the course.

Support for this online training is done via email with an assessor.

You can start your online training as soon as you complete payment for the course. You will have access to all your learning resources and assessments via your online portal and can complete the course at your own pace, so you have the opportunity to accelerate your learning and finish this course as quickly as you like!

Fees and Charges:

Fees include all assessments and resources required in the classroom/online.

\$200 face-to-face or online/ self-paced.

More information

Refund, Cancellation and Transfer Policy

Please take the time to familiarise yourself with our refund and cancellation policy on page 8 & 9 of our [Student Handbook](#). This handbook also includes more details on training and support services, as well as our terms and conditions.

Note for international students – we are not CRICOS registered, please check your visa requirements for enrolment. We cannot accept international students who are on a student visa if your visa specifies that you must study with a CRICOS provider.