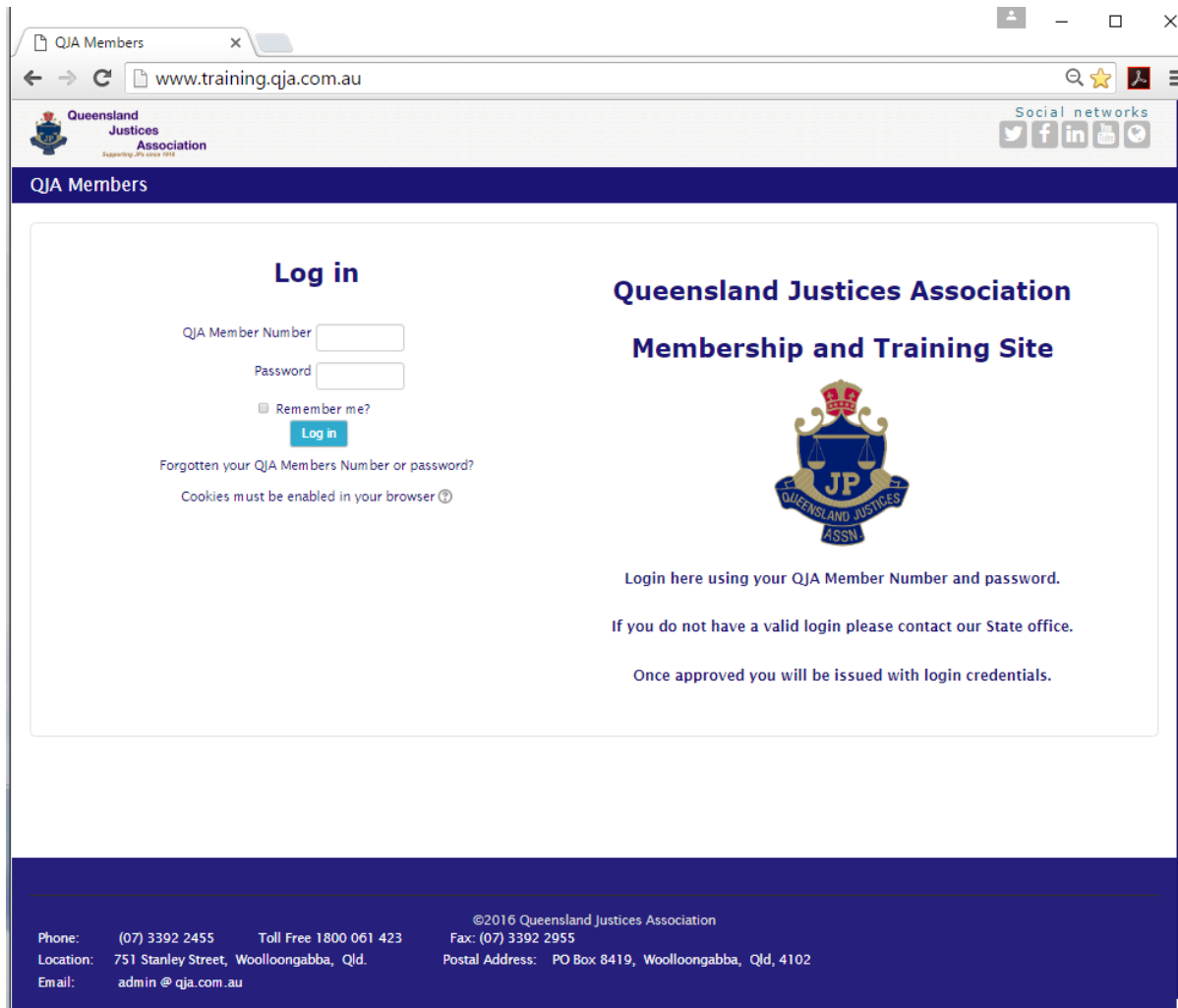


[Quick Guide to the QJA Members and Students website](#)

To access the resources and professional development tools available on the QJA Members and Students website, type in the website address www.training.qja.com.au

The login page is then displayed. Enter your QJA Member number and Password.



The screenshot shows a web browser window with the address bar displaying www.training.qja.com.au. The page header includes the Queensland Justices Association logo and social media icons. The main content area is titled "Log in" and "Queensland Justices Association Membership and Training Site". It features a login form with fields for "QJA Member Number" and "Password", a "Remember me?" checkbox, and a "Log in" button. Below the form, there is a link for "Forgotten your QJA Members Number or password?" and a note about cookies. To the right of the form is the QJA logo and instructions: "Login here using your QJA Member Number and password. If you do not have a valid login please contact our State office. Once approved you will be issued with login credentials." The footer contains contact information: Phone: (07) 3392 2455, Toll Free 1800 061 423, Fax: (07) 3392 2955, Location: 751 Stanley Street, Woolloongabba, Qld., Postal Address: PO Box 8419, Woolloongabba, Qld, 4102, Email: admin@qja.com.au, and ©2016 Queensland Justices Association.

If you have forgotten your password click on the “**Forgotten your QJA Member Number or password?**” link and an email will be sent to your registered email address with reset instructions.

NOTE: at the moment there is no synchronisation between our Membership System and this website, which means if you have advised our office of a change of email this information is not automatically updated onto the QJA Members and Students website. If the Password link does not work it may be because of an incorrect email address. In which case please contact our office who can assist by updating your email details.

Once you are logged in you will be presented with the “**home**” page which provides access to a number of topic areas.



From this point you can select any one of the topic areas:

- **Student Courses:** For QJA **Students** undertaking the online pre-appointment training and assessments to become a Justice of the Peace (Qualified) or a Commissioner for Declarations.
- **Members Link:** available to all **Members** and contains a selection of QJA Content and Resources designed specifically for QJA Members to keep you informed and assist you perform your duties
- **Branch Link:** is an area specifically for QJA **Branch Committees** with discussion forums, templates for Branch management, links and downloads to assist with Branch events, plus much, much more
- **Personal Interest:** available to all **Members** and contain courses developed by external agencies included here as examples and for information. All courses are free to use and you can Self-enrol at any time with no registration required. The QJA does not attest to the accuracy or validity of these courses in any way.
- **Professional Development:** available to all **Members** and contains a selection of QJA specific quizzes, videos, and professional development courses designed to test your knowledge, and keep your skills up to date.
- **Miscellaneous:** available to all **Members** and contains a number of video tutorials and resources to assist with your use of this site.

Simply press the “**click here to go to**” to jump to that topic area.

If you select the “**Members Link**” topic area, you will then be presented with a range of resources, information, and downloads, that are available to QJA Members.

The screenshot shows the 'Member Content and Resources' page for QJA Members. The page is titled 'Member Content and Resources' and 'Members-Link home page'. It features a grid of 15 resource icons arranged in 5 rows and 3 columns. The icons include: Member News, Q&A, CHAT NOW!, FAQs, LEGAL TERMS, a scale of justice, Latest Interactive Journal, e-book Online 'Guide to JP Practice', QJA Mobile App, Membership Resources, Journals, UPDATE Download Updates to the Guide, JAG Technical Bulletin, and Special Offers. The page also includes a header with the QJA logo, social media links, and a user profile, and a footer with contact information.

Click on the icon to jump to that resource:

- **Member News:** All the latest News relating to your membership of the QJA
- **Q&A:** Discussion Forum - ask your question here! If you have a question, or just want to leave some feedback then feel free to use this forum. If you see a question from a fellow Member you wish to add to, or you feel you can answer, go ahead and do so!
- **Chat Now:** Use this chat room to talk to other Members, Directors and office staff. Note that it will only work when there are other people in the chat room at the same time.

- **FAQs:** Here are a list of regular questions raised relating to your duties as a Justice of the peace (Qualified) or Commissioner for Declarations that are being posted for everyone to share. Many have previously appeared in the Q&A section of the QJA Journal.
- **Legal Terms:** Australian and Queensland legal abbreviations and definitions. Unless otherwise stipulated all references to Acts are Queensland or Federal. Collated from a number of free sources.
- **Useful Links:** A selection of useful reference websites.
- **Latest Interactive Journal:** This new digital edition provides an online digital magazine with interactivity enabling you to flip pages forwards and backwards, zoom in and out, download the whole magazine as a PDF, and includes the ability to search. This digital edition is also available in a format suited to Apple and Android tablets and smartphones
- **Online “Guide to JP Practice”:** An electronic online version of the QJA Guide to JP Practice. Version 3 updated March 2015.
- **QJA Mobile APP:** A link to the QJA mobile website. This website provides a selection of reference information from the main QJA website that is designed for use on small form devices, such as tablets and smartphones.
- **Membership Resources:** We have developed a number of useful forms to assist you in your duties.
- **Journals:** Back issues of the QJA Journal
- **Update:** Recently released updates to the QJA Guide to JP Practice
- **JAG Technical Bulletins:** Department of Justice and Attorney-General, JP Branch Technical Bulletins
- **Special Offers:** Available to QJA Members from our alliance partners

If you select the “**Professional Development**” topic area, you will then be presented with a range of professional development courses, quizzes and videos.

Scroll down the list to see all that are available.



The screenshot shows the website interface for the Queensland Justices Association. At the top, there is a navigation bar with 'QJA Members' and a 'Student' profile icon. Below this is a breadcrumb trail: 'Home > QJA Member Content and Professional Development'. A dropdown menu is set to 'QJA Member Content and Professional Development'. The main heading is 'QJA Member Content and Professional Development Activities', accompanied by an icon of a graduation cap and books. A descriptive paragraph states: 'A selection of QJA specific Content and Resources designed specifically for QJA Members to keep you informed and assist you perform your duties, plus a number of professional development courses to help improve your professional knowledge, competence, skill, and effectiveness.' Below this is a search bar with the text 'Search courses:' and a 'Go' button. The page is divided into three main content areas: 1. 'JP and C.Dec quizzes' with an icon of a book and a 'GENERAL KNOWLEDGE' graphic, describing 'Over 30 general knowledge, JP(Qual) specific, and C.Dec specific quizzes for current honorary justices in Queensland of all levels.' 2. 'Professional Development Videos' with an icon of a film reel, describing 'A selection of Professional Development videos.' and listing various topics covered. 3. 'Commissioner for Declarations - Essentials' with an icon of a book, describing 'A Professional Development course comprising a number of topics covering the essential duties of a Commission For Declarations.' and listing the topics covered.

- **The JP and C.Dec quizzes** topic area Over 30 general knowledge, JP(Qual) specific, and C.Dec specific quizzes for current honorary justices in Queensland of all levels.
- **The Professional Development Videos** topic area uses an existing QJA PowerPoint presentation converted to a Flash video for easier viewing. Topics covered include the following: * An Introduction to the QJA * The Role of the JP * Statutory Declarations vs Affidavits * Constructing an Affidavit * Witnessing Documents - Essentials * Witnessing Unusual Documents * Witnessing Land Registry Documents * Powers of Attorney * Police Record of Interview * Search Warrants * Identity Theft * Family Law Court Documents * Peace and Good Behaviour Documents .

- **The Commissioner for Declarations – Essentials** course is a Professional Development course comprising a number of topics covering the essential duties of a Commissioner For Declarations. This course covers the following topics: * The Role of the Commissioner for Declarations * Maintaining Records * Appearing in Court * Requests for Legal Advice * Liability of a Commissioner for Declarations * Standards of a Commissioner for Declarations * Qualification, Disqualification, and Resignation * Witnessing Documents * Witnessing International, Commonwealth and Interstate Documents * Oaths and Affirmations * Statutory Declarations * Affidavits * Certifying Copies of Documents. *Contact our friendly staff at QJA State office to discuss how to enroll in this course.*
- **The Commissioner for Declarations – Advanced** course is a Professional Development course comprising a number of topics covering the advanced duties of a Commissioner for Declarations. This course covers the following topics: * Assisting People with Disabilities * Witnessing Wills * Assisting People from Non-Speaking English Backgrounds * Witnessing General Powers of Attorney, Enduring Powers of Attorney and Advanced Health Directives * Land Title Documents * Change of Name * Witnessing the Consent to the Marriage of a Minor. *Contact our friendly staff at QJA State office to discuss how to enroll in this course.*
- **The Justice of the Peace (Qualified) – Essentials** course is a Professional Development course comprising a number of topics covering the essential duties of a Justice of the Peace (Qualified). This course covers the following topics: * The Role of the JP(Qualified) * Types of Offences * Justices Examination Orders * Issuing a Summons * Peace and Good Behaviour Act * Search Warrants * Arrest Warrants * Animal Care and Protection Warrants * Powers under the Customs Act * Attending a Record of Interview * Granting Extensions to Detention * Destruction of Identifying Particulars * Bail and Sureties. *Contact our friendly staff at QJA State office to discuss how to enroll in this course.*

If you select the “**Branch Link**” topic area, you will then be presented with a range of resources, information, downloads, etc that are available specifically for QJA Branches.

The screenshot shows the QJA Members website interface. At the top, there is a navigation bar with 'QJA Members' and 'This course'. Below this is a breadcrumb trail: 'Home > Me > QJA_Branch_Link'. The main content area is titled 'Branch Content and Resources' and contains a sub-section 'Branch-Link home page'. A note says 'Click the icon to jump to the section'. Below this is a 4x3 grid of resource icons:

 Branch News	 Discussion Forum	 CHAT NOW!
 Frequently Asked Questions		 Corporate Governance Information
 Grapevine Archive	 Branch Resources	 PowerPoint Presentation downloads
 For QJA Trainers only	 For QJA Trainers only	

At the bottom of the page, there is a footer with contact information:

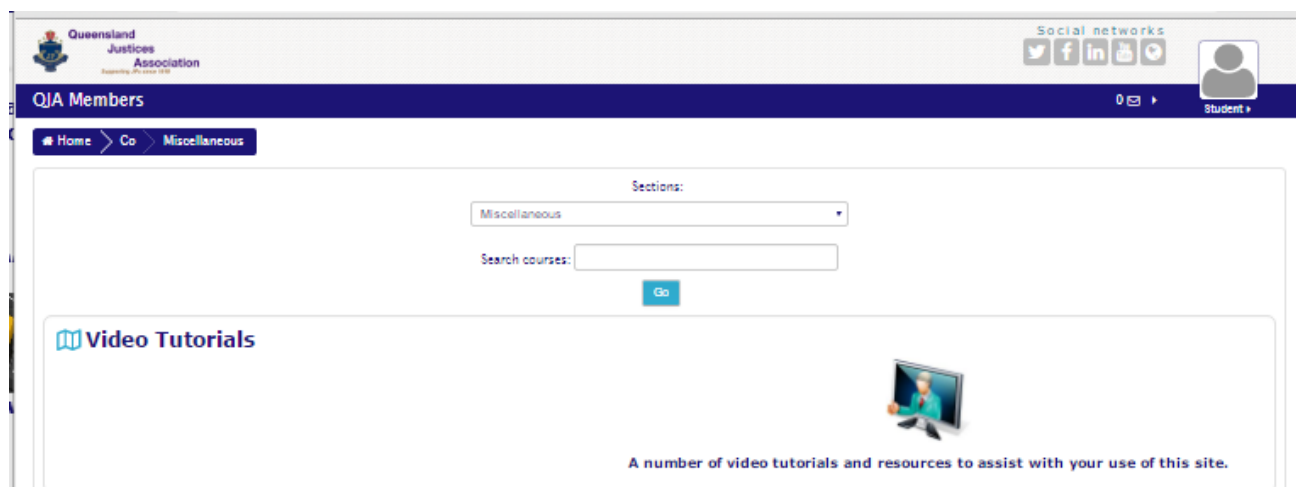
Phone: (07) 3392 2455 Toll Free 1800 061 423 Fax: (07) 3392 2955
 Location: 751 Stanley Street, Woolloongabba, Qld. Postal Address: PO Box 8419, Woolloongabba, Qld, 4102
 Email: admin@qja.com.au

Click on the icon to jump to that resource:

- **Branch News:** All the latest News relating to QJA Branch and Contact Groups
- **Q&A Discussion Forum:** - Branch Committees can ask questions here, or just leave some feedback.
- **Chat Now:** Use this chat room to talk to other Branch Committee s, Directors and office staff. Note that it will only work when there are other people in the chat room at the same time.
- **FAQs:** Here are a list of regular questions raised relating to the governance and operation of a Branch or Contact Group and are posted here for everyone to share. If you have a Question & Answer you would like to have included here, then "Add" the entry and we will review and verify the contents and if approved publish it here.

- **Corporate Governance Information:** Documents available to download relating to the administration, management, and governance of the QJA. Includes, Constitution, Regulations, By-Laws, Standards, and Codes of Conduct.
- **Useful Reference Links:** A selection of useful reference websites.
- **Grapevine archive:** Back issues of the QJA Grapevine Branch email newsletter.
- **Branch Resources:** Useful forms and information sheets to assist you in the operation of your local Branch. Includes a set of “Activities” that you can download. These “Activities” contain sample documents, exercises, and quizzes that can be used at Branch meetings and workshops.
- **PowerPoint Presentations:** Downloadable QJA PowerPoint standard presentations that are available for you to modify and adapt for your use at Branch meetings and workshops.

If you select the “**Miscellaneous**” topic area, you access to a number of video tutorials which provide information on the use of this site.



Click on the “Video Tutorials” title and a page will open providing access to a number of video tutorials.

