



10276NAT Course in Providing Community Justice Services (Commissioner for Declarations) (Justice of the Peace [Qualified])

Essential Information for Students

THIS DOCUMENT OUTLINES KEY MATTERS THAT MAY INFLUENCE YOU TO ENROL IN THIS COURSE. IF YOU SUBSEQUENTLY DECIDE TO ENROL, YOU WILL BE REQUIRED TO SIGN AN UNDERTAKING ON THE ENROLMENT FORM THAT YOU HAVE READ THIS DOCUMENT AND AGREE TO THE MATTERS CONTAINED HEREIN.

While there are no academic pre-requisites in undertaking this Course in Providing Community Justice Services, prospective students should be aware that a reasonable level of reading, writing and comprehension of the English language is required. This is due to the high volume of documents you will be required to process as part of your course and in practice once qualified.

NATURE OF THE COURSE OFFERED

The course explains and practices the typical duties encountered by a Justice of the Peace [Qualified] (*JP[Qual]*), or a Commissioner for Declarations (*Cdec*), when undertaking their responsibilities.

The course is a requirement of the *Justices of the Peace and Commissioners for Declarations Act 1991* for the appointment of either a Commissioner for Declarations or a Justice of the Peace (Qualified).

ENROLMENTS

To secure their place students must submit an enrolment form and pay all fees due to the QJA State Office prior to the commencement of the course. A student is not considered enrolled in a course and is therefore not eligible for the issue of a statement of attainment until the required fee is paid in full.

Upon acceptance of enrolment, applicants receive correspondence detailing fees paid, and details of course times, dates and location as appropriate.

CHARGES

The cost of the course is \$350 JP (Qual), \$270 C.Dec. This amount includes all training materials, morning tea /afternoon tea (when the course is conducted during the day). This amount is inclusive of applicable GST. Lunch is NOT included. This cost includes up to 12 months of complimentary membership of the Queensland Justices Association as well as access to an online refresher course.

Payments can be made by cheque, credit card or direct deposit. Cash will only be accepted if the payment is made at the QJA State Office.

REFUND POLICY

If a student registers for a course and:

- Withdraws because the student may be disqualified prior to commencing the course– a full refund is payable provided no enrolment is processed.
- Withdraws within 3 months of registering: the enrolment fee is refunded less \$55 administration fee.
- Substitutes another student within 3 months of registering for the course, the enrolment can be transferred at no cost.
- Substitutes another student later than 3 but earlier than 6 months from commencement, an administration fee of \$55 is payable.
- Does not submit an assessment within 6 months of commencing the course but wishes to continue, an extension fee of \$155 is payable.
- Cancels enrolment later than 3 months from registering for the course, no refund is payable.
- The QJA reserves the right to cancel a course for any reason. In the unlikely event of course cancellation, students will have the choice of a full fee refund or a credit given towards a future course.
- Suffers hardship and is unable to continue the course, refunds are at the discretion of the Registrar.
- Under no circumstances will a refund be given after the completion of the course to students who are not deemed competent in the assessment set by the Department of Justice and Attorney General.
- Under no circumstances will a refund be given after the completion of the course if the student’s application to become a Justice of the Peace is rejected by the Department of Justice and Attorney General.

TRAINING DELIVERY PROCEDURES

The programs at the Queensland Justices Association (QJA) are delivered in a manner that provides individual students with the best opportunity to succeed in achieving their goals.

A variety of learning strategies are employed. Strategies include: trainer presentation and demonstration, practical exercises, discussions, question and answer sessions, case studies, role play and structured exercises as appropriate. All program trainers and assessors are formally qualified to deliver training and assessment in line with training package or course guidelines.

APPOINTMENT AS A JUSTICE OF THE PEACE (QUALIFIED) OR A COMMISSIONER FOR DECLARATIONS

Appointment as Justice of the Peace (Qualified) or a Commissioner for Declarations is made by the Department of Justice and Attorney General. The act requires that a Justice of the Peace (Qualified) or a Commissioner for Declarations shall be:

- an Australian citizen,
- of, or above 18 years of age,
- considered by the Governor in Council to be a fit and proper person, and
- successfully complete a training course approved by the Minister.

NOTE: There are very specific disqualification provisions, which are outlined [here](#). It is your responsibility to check that you are eligible to become a JP or C.Dec, meeting both the eligibility requirements and excluding the disqualification provisions PRIOR to enrolling into a course. Refunds will not be issued if this is the reason cited.

JUSTICE OF THE PEACE (QUALIFIED) COMPETENCY ASSESSMENT

One of the components of the JP appointment process is that persons wishing to qualify as a Justice of the Peace (Qualified) must complete the competency assessment conducted by the Department of Justice. This assessment currently consists of a workbook, to be completed and submitted to QJA within 28 days of completion of the course. For online students, both course and assessment must be completed within 3 months from the date the student receives their login details via email.

COMMISSIONER FOR DECLARATIONS COMPETENCY ASSESSMENT

One of the components of the JP appointment process is that persons wishing to qualify as a Commissioner for Declarations must complete the competency assessment conducted by the Department of Justice. This assessment currently consists of a workbook, to be completed and submitted to QJA within 28 days of completion of the course.

This is compulsory for C.Decs from 1 September 2013. For online students, both course and assessment must be completed within 3 months from the date the student receives their login details via email.

STUDENT INDUCTION

A student induction session will be held at the commencement of all courses and will cover the following:

- introduction to trainers, staff and other students
- facilities equipment and resources
- program timetable
- flexible learning and assessment strategies
- organisation policies and procedures (e.g. OH&S, Complaints and Appeals, RPL, etc.)
- complaints and appeals policy
- question and answer session

PRIVACY

Queensland Justices Association (QJA) collects certain personal information from staff and students to facilitate effective and efficient service provision. QJA ensures the privacy of individuals through its Privacy Policy. The latest version of this policy can be downloaded from the QJA web site www.qja.com.au

WORK HEALTH & SAFETY

Queensland Justices Association (QJA) considers the occupational health, safety and welfare of its staff, students, trainers and volunteers to be of the utmost importance. Queensland Justices Association (QJA) takes all reasonably practicable steps to provide and maintain a safe and healthy workplace and learning environment.

LEGISLATIVE COMPLIANCE AND INSURANCE

QJA complies with Commonwealth and State legislation and regulatory requirements on:

- OH&S
- Duty of care
- Workplace harassment, victimisation and bullying
- Anti-discrimination, including equal opportunity, racial vilification or disability discrimination
- Taxation
- Privacy
- Vocational education and training
- Any specific industry legislation and regulatory requirements that relate to our scope of registration.

The QJA ensures that it provides and maintains insurance cover necessary to carry out all aspects of its operations including:

- workers compensation
- public liability
- professional indemnity
- breach of copyright
- building and contents
- any other specific insurance required by legislation and/or licensing bodies.

ACCESS AND EQUITY

The QJA supports equal opportunity and ensures that people are not discriminated against on the basis of sex, pregnancy, race, beliefs, marital status, physical or intellectual disability, sexual orientation or age. This means that all employees and students are entitled to equal consideration and respect in their dealings with QJA. The QJA ensures

students derive maximum benefit from the course and this includes support to identify language, literacy and numeracy difficulties, subject to any specific requirements laid out in accredited course documents.

PATHWAYS AND ARTICULATION

Students who have successfully completed the Unit of Competency JUSCDC001 Perform the Duties of a Commissioner for a Declarations who wish to upgrade to a Justice of the Peace (Qualified) will be eligible for credit transfer into the Unit of Competency JUSJPQ001 Perform the Duties of a Justice of the Peace (Qualified). However, students will be required to complete a further 8 hours of training to cover the following judicial components Issuing Summonses

1. Issuing Search and Arrest Warrants;
2. Issuing Justice Examination Orders;
3. Attending a Record of Interview;
4. Bail Applications;
5. Sureties;
6. Customs Act 1901;
7. Destruction of Identifying Particulars.

STUDENT DISCIPLINARY PROCEDURES

Students are expected to display a high level of personal responsibility for the learning process and for their interaction with other students and staff members. Anyone displaying inappropriate or dangerous behaviour, (e.g. disruptive class behaviour, refusal to follow WH&S procedures, irregular attendance) will be required to explain to the trainer the reasons for this conduct. The trainer will point out any necessary changes needed to be made. ***The Queensland Justices Association reserves the right to exclude an enrolled student from any of its programs if a breach of discipline occurs.***

CERTIFICATION

Once you have passed your assessment, you will be issued with a Statement of Attainment, to be included with your application.

COMPLAINTS POLICY

The Queensland Justices Association (QJA) is committed to the early resolution of complaints as per its RTO Complaints policy. This policy will be explained during the student induction and is available on request.

ROADMAP TO BECOME A JP or CDEC

This is not an instant process. See our diagram for information.

