



# QJA MEMBER ACCREDITATION PROGRAM

Excellence in JP Services

## WHY ACCREDITATION?

An accreditation program is necessary to recognise and acknowledge members who demonstrate knowledge and service beyond the basic requirements of appointment. This supports QJA's commitment to assisting its members to deliver quality witnessing services to the community.

## WHAT IT IS

QJA is implementing its own in-house accreditation program using its current and available resources. QJA accreditation will be granted to successfully program participants - for an initial 5-year term when a re-accreditation process will apply.

## ELIGIBILITY

- Appointment as a Justice of the Peace or Commissioner for Declarations for at least 5 years
- Current financial QJA member
- Completion of the QJA Professional Series courses within previous 12 months: 1-4 for Justice of the Peace (Qualified); 1 & 2 for Commissioner for Declarations
- Recent activity as a qualified witness including volunteering activity, ongoing professional development, articles published in QJA media, presentations at workshops, meetings, or conferences.

## WHY ACCREDITATION?

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It is anticipated that a successful program will:

- recognize and reward successful program participants.
- enhance the reputation of QJA as a professional association.
- attract appointed JPs and Cdecs to membership.
- provide value to existing members of the Association and encourage retention of membership.
- Create a platform for external stakeholders to be referred to experienced witnesses.

## THE ASSESSMENT

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Online assessment via the current QJA learning management platform. Candidates must achieve a score of 85% of the total mark to proceed.

The assessment process involves four discrete modules:

1. 10 multiple choice questions (10 points)
2. 5 short answer questions (10 points)
3. 4 scenario-style questions (60 points)
4. Interview by assessment panel with further scenario (20 points)

The scenario questions describe the types of client interactions as a witness you are likely to encounter, particularly scenarios that require the ability to apply technical knowledge and client service skills.

Interview by the assessment panel – based on a selected scenario question. Like the online assessment, the scenario question will be hand-picked by the assessment panel. You will be asked to explain your approach. In assessing candidates, the panel is looking for the combination of client skills and technical knowledge.

### The Assessment Panel

Will comprise members of the accreditation project group – QJA board directors, QJA trainers, successfully accredited QJA members, former board directors and the QJA Registrar.

## HOW TO APPLY

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You will need to complete an Application for Accreditation and supply copies as evidence of your appointment and successful completion of the QJA Professional Series Courses.

You will also need to itemise, in your application, your volunteering/witnessing activities, your ongoing professional development, any published technical or other articles published in QJA media and any presentations on topics at branch workshops, conferences, branch meetings or other events.

## YOUR EXPERIENCE: WHY ITS IMPORTANT:

JPs and Cdecs deal with many different scenarios in a witnessing environment. Many times, the variables, and situations the client presents with can be less than straight-forward. For this reason, successful document witnessing or exercising your judicial functions requires more than just the basic technical knowledge acquired in completing the training for appointment. That knowledge is vital and important, but skills in dealing with clients can be equally as important.

## HOW YOUR APPLICATION IS ASSESSED

Your initial application will be assessed based on your meeting the eligibility requirements to participate in the accreditation process, so it is important to list your membership and appointment details, provide evidence of appointment and completion of the Professional Series courses as well as details of your witnessing activity and participation in continuing professional development (CPD). It is not essential to have had articles published or given presentations, but it may assist you to be accepted into the program if your recent levels of witnessing activity and/or CPD have been modest eligibility.

## QUESTIONS?

If there is anything else you would like to know about the QJA Member Accreditation program, please email [admin@qja.com.au](mailto:admin@qja.com.au) or phone (07) 3392 2455.

## NEXT STEPS:

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1. Register for the accreditation program on the event page at
2. Your application will be reviewed for acceptance into the program, and we will let you know the outcome, and if unsuccessful what you can do to become accepted into the program.
3. If accepted, you will be enrolled in the online accreditation course.
4. Your online assessment will be marked by the assessment panel and you will be awarded a mark.
5. You must achieve an overall pass score of 85% on the assessment to be successful. If you do not achieve that grade you will be given an extension of time to re-sit the assessment process.
6. As you proceed through the assessment process, you will be advised of your individual score in each module.
7. Once you have completed the online assessment components (modules 1 – 3), you will be scheduled to join an interview via Zoom with members of the assessment panel and given a scenario to address.

## WHAT HAPPENS IF I COMPLETE THE ACCREDITATION?

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Successful candidates may list themselves in a member directory as having such accreditation. We have implemented a member directory for the public to refer to when looking for a JP to witness their documents. Only accredited QJA members will be able to apply an authenticated digital badge to their listing, recognize and reward successful program participants.

Accreditation is granted for a 5-year period. † is proposed re-accreditation be based on either:

- a) production of evidence of a satisfactory level of JP practitioner activity and ongoing professional development; or
- b) successfully undertaking a re-accreditation assessment test.

## IS THERE A COST?

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Initial participation in the program for the first year will be free of charge to members, after that time participation may require a fee to assist with cost recovery.

## WHAT IS THE PROFESSIONAL SERIES?

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The Professional Series consists of 4 parts. The Professional Series replicate the material in the current pre-appointment training and is designed for already appointed members who want to refresh their knowledge. There is no charge to members for the courses.

Enrolment in the Professional Series Courses is free for QJA members and can be accessed via the website at [members PD](#). On completion of each module, you can download a certificate. You will need to include a copy of this certificate in your application. Please note the courses are only available online.