



Australian Training Institute

(RTO # 30200)

Shop 7, 51 Brighton Rd
Sandgate, QLD 4017
[map](#)

Phone: 1300 100 ATI
www.atiaustralia.edu.au
admin@atiaustralia.edu.au



11281NAT Course in Community Justice Services (Commissioner for Declarations)

Overview:

This course is suitable for participants who wish to apply to become a Commissioner for Declarations in Queensland. The duties of a Commissioner for Declarations, commonly known as CDec, 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 (CDec) 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.

Who cannot be appointed

You are not eligible to apply or hold office if you:

- are an insolvent under administration
- have a disqualifying conviction (unless you apply for and are granted an exemption)
- have had your appointment as a JP or Cdec revoked within the last 5 years.

The Act defines a disqualifying conviction as a conviction (including a spent conviction) for an offence that:

- is indictable (e.g. murder, rape, robbery, assault, and break and enter), including dishonesty offences (e.g. fraud)
- involves a breach of confidentiality
- is against the Act
- results in a prison sentence, even if it is suspended.

For more information please visit the [Queensland Government](#) website. 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.

Units of Competency:

On successful completion participants will be issued with a statement of attainment with the following unit:

- NAT11281001 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.

\$240

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.