



# Training Course Enrolment Form

PLEASE PRINT CLEARLY IN BLOCK LETTERS



<b>COURSE:</b> <input type="checkbox"/> 10793NAT: Commissioner for Declarations <input type="checkbox"/> 10794NAT: Justice of the Peace (Qualified) <input type="checkbox"/> Upgrade from Commissioner for Declarations to Justice of the Peace (Qualified) <input type="checkbox"/> Assessment for Commissioner for Declarations (for upgrade courses only)		PLEASE COMPLETE AND RETURN TO: <a href="mailto:training@qja.com.au">training@qja.com.au</a> OR via post to: PO BOX 65 MOOROOKA QLD 4105	
<b>Course Delivery:</b>			
<input type="checkbox"/> Online		<input type="checkbox"/> Classroom Location: _____ Start Date: _____	
<b>Entity Details (if applicable) If not applicable, proceed to the next section</b>			
Business/Company/Entity			
ABN		Billing Contact/Approving Manager	
Postal Address			
Phone		Email	
<b>Student Personal Details</b>		<b>Student Contact Details</b>	
Title (Mr/Mrs/Ms etc)		Postal Address	
Given names			
Surname		City/Town _____ Postcode _____	
Preferred Name for name tags/salutation		Telephone	
Unique student identifier number		Mobile	
Date of birth: ___/___/___ <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-specific		Email	
Country of birth		Residential Address (if different from above)	
Are you an Australian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Neither <input type="checkbox"/> Both <input type="checkbox"/> Rather not disclose		City/Town _____ Postcode _____	
Which language do you speak at home?			
Proficiency in English <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Not good <input type="checkbox"/> Not at all		Do you have any dietary requirements? If so please state:	
<b>Medical Conditions/Disability</b>		<b>Education History</b>	
Do you have any disabilities or conditions that may impact on your studies? If yes, tick ANY of the applicable boxes: - <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other		Are you still at school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Employment Status</b>		What is your highest COMPLETED school level? <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 8 or below Year Completed 20___ or 19___	
<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed (not employing others) <input type="checkbox"/> Employer <input type="checkbox"/> Employed (unpaid worker in a family business) <input type="checkbox"/> Unemployed (seeking full-time work) <input type="checkbox"/> Unemployed (seeking part-time work) <input type="checkbox"/> Not employed (not seeking employment) e.g. retired		Have you COMPLETED any tertiary qualifications? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Study Reasons</b>		If Yes <input type="checkbox"/> Cert I <input type="checkbox"/> Cert II <input type="checkbox"/> Cert III <input type="checkbox"/> Cert IV <input type="checkbox"/> Diploma or Associate Diploma <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Bachelor Degree or Higher Degree	
<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To change careers <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> Wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> For other reasons			

## Training Course Enrolment Form (continued)

### How did you hear about the course?

- QJA Website   
  Google Search   
  QJA Journal   
  Publication (which one) \_\_\_\_\_   
  Member Recommendation  
 Branch Referral (which one) \_\_\_\_\_   
  Signing Facility (which one) \_\_\_\_\_  
 Other Website   
  Social Media

### Course Costs

Please tick applicable box(es) :-

#### Pre-Appointment (New JP) Courses:

- \$400 Justice of the Peace (Qualified) course  
 \$320 Commissioner for Declarations course

#### Upgrade Courses: {See Credit Transfer requirements below}

- \$200.00 Upgrade from C.Dec to JP(Qual)  
 \$140.00 QJA Members upgrade from C.Dec to JP(Qual)  
 \$60.00 Assessment for Commissioner for Declarations

For classroom delivery, prices include course materials provided on USB, students will have use of printed materials whilst in the classroom only.

Online students will have access to online versions of the publications.

Classroom course fees include morning/afternoon tea. Enrolment fees for pre-appointment training and non-member upgrades include 12 months complimentary membership of the association. Enrolment fees do not include cost of application for appointment.

Students have the option of buying their own printed publications by calling the QJA Office during business hours at (07) 3392 2455

**NOTE: Completing this form means that you are committing to completing the course if you have nominated a date and location. Payment is expected either with, or shortly after this form is received at State Office.**

**DO NOT SEND payment without this form being completed.**

### Payment Information

- Cheque made payable to: Queensland Justices Association

- Credit Card (Mastercard and Visa only accepted)

Card Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

EXPIRY \_\_\_\_/\_\_\_\_ - CVN \_\_\_\_\_  
{CVN is the 3 digit number on rear of card}

Cardholder Name \_\_\_\_\_

- Direct Debit

Account Name: Queensland Justices Association

Bank: CBA

BSB: 064-184

Account No: 1088 9197

**Please provide your surname and email [admin@qja.com.au](mailto:admin@qja.com.au) with the exact date of transfer and amount.**

- Alternatively, bill the Entity named at the top of this form. Our purchase order number is:

This document will be a tax invoice for GST purposes when you make payment. Please retain a copy for GST records. ABN 41 009 666 559

- Please tick if you require a receipt prior to course commencement.

### Credit Transfer

10793NAT & 10794NAT Course in Providing Community Justice Services has been approved by the Minister and is now compulsory for both JP (Qualified) and Commissioner for Declarations. Credit Transfer is available for applicants who have appropriate documented evidence of achievement in relevant courses and programs from other Registered Training Organisations.

If you have successfully completed an identical unit of competency at another Educational Institution or Registered Training Organisation (RTO), then you may be granted Credit Transfer towards your current studies. You will need to provide the original Statement of Attainment or certified copy to support your application. You cannot receive credit for your whole program of study.

Students who have successfully completed the Unit of Competency 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).

### Privacy

Queensland Justices Association ("the Company") is authorised to collect your personal information under the Constitution for the purposes of carrying out the Company's Objects.

In addition, the Company intends to use personal information you have provided in this form for a number of purposes including: -

- a. Updating and maintaining associate membership and student records
- b. Providing you with information about the Company and its products and services and matters affecting your membership and student enrolment
- c. Providing you with information, promotional materials and incentives included as part of your associate member benefits
- d. Conducting research to identify the ongoing needs of students

In accordance with the *Electronic Transactions (Queensland) Act 2001*, the Company may provide notices by email. By completing this application, your consent to this form of contact is taken to be given.

Our complete Privacy Policy is available for viewing on our website [www.qja.com.au](http://www.qja.com.au).

### Declaration – please read and sign below

I declare that the information on this application is correct. I will provide any documentation required by the Queensland Justices Association.

- a. I understand that information on this form may be made available to Australian Government agencies.
- b. I understand that if there is any doubt about my eligibility for appointment as a JP, that I will discuss this with the Department of Justice & Attorney-General prior to commencing the course.
- c. I confirm that I have read and understood the document entitled "Essential Information for Students" and agree to all matters contained in that document.
- d. I confirm that I understand that parts of the JP & C.Dec appointment process conducted by the Department of Justice & Attorney General are separate from this course.
- e. I understand that it is my responsibility to submit the assessment to QJA. I also understand that participation in any JP course offered by the QJA does not guarantee a competency grading in that assessment.

Signed \_\_\_\_\_

at \_\_\_\_\_ Date \_\_\_\_\_