



# FORM

Commonwealth of Australia  
 STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

RTO Legal Name:	
RTO Registration Number:	

1. Insert the name, address and occupation of person making the declaration I, <sup>1</sup>

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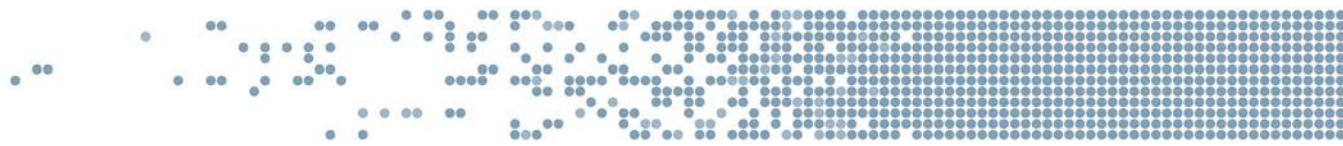


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1. I declare that I have read and understand the VET Quality Framework, as amended from time to time, comprising:
  - (a) the Standards for NVR Registered Training Organisations
  - (b) the Australian Qualifications Framework
  - (c) the Fit and Proper Person Requirements
  - (d) the Financial Viability Risk Assessment Requirements
  - (e) the Data Provision Requirements.
2. I declare that being the chief executive I :
  - (a) accept responsibility for ensuring my organisation’s compliance with the VET Quality Framework and the conditions of registration as defined within Part 2, Division 1, Subdivision B—Conditions of registration of the *National Vocational Education and Training Regulator Act 2011* (the Act); as amended from time to time.
  - (b) ensure my organisation cooperates with ASQA, as the national VET regulator:
    - i. in the conduct of audits and the monitoring of its operations
    - ii. by providing information about significant changes to its operations
    - iii. by providing information about significant changes to its ownership
    - iv. in the retention, archiving, retrieval and transfer of records consistent with ASQA’s requirements



v. by providing a statement demonstrating its financial viability and/or financial projections and/or financial statements and/or a business plan on the request of ASQA.

3. I declare that I understand that ASQA, as the national VET regulator:
- (a) may impose conditions on the registration of a registered training organisation (RTO);
  - (b) may share information about this application with other state and territory registering bodies and with other relevant bodies, authorities, persons and agencies in accordance with the Act
  - (c) may audit my organisation to assess compliance with the VET Quality Framework

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

2. Signature of person making the declaration 2

3. Place Declared at <sup>3</sup> on <sup>4</sup> of <sup>5</sup>

4. Day

5. Month and year

Before me,

6. Signature of person before whom the declaration is made (see over) 6

7. Full name, qualification and address of the person before whom the declaration is made (in printed letters) 7

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years—see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959*—see section 5A of the *Statutory Declarations Act 1959*.



**A statutory declaration under the Statutory Declarations Act 1959 may be made before—**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public  
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants



Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority; or
- (c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution