# Statutory declaration by Chief Executive

This statutory declaration must be completed by the Chief Executive of the legal entity applying for initial registration as a Registered Training Organisation (RTO). If the legal entity applying is a person, that person must complete the declaration.

|  |  |
| --- | --- |
|  | Commonwealth of Australia  STATUTORY DECLARATION  *Statutory Declarations Act 1959* |
| 1. Insert the name, address and occupation of person making the declaration 2. Matter declared to | I,1 |
|  |
|  |
| Make the following declaration under the *Statutory Declarations Act 1959*: |

1. I declare that my organisation is fully resourced and ready to commence delivery at the time of lodging this application.
2. I declare that my organisation meets all requirements of the vocational education and training (VET) Quality Framework, which includes:
   1. Standards for Registered Training Organisations 2015 (the Standards)
   2. the Australian Qualifications Framework
   3. the Fit and Proper Person Requirements
   4. the Financial Viability Risk Assessment Requirements
   5. the Data Provision Requirements.
3. I declare that all information provided in this application is true and correct. This includes information provided in the:
   1. application form and supporting evidence
   2. financial viability risk assessment tool and supporting evidence
   3. Fit and Proper Person declarations
   4. asqanet application form.
4. I declare that I have disclosed all owners, executive officers and high managerial agents associated with my organisation in the application.
5. I declare that I have provided Fit and Proper Person Declaration forms for all owners, executive officers, high managerial agents, and any person which exercises a degree of control or influence over the management or direction of the registered training organisation.
6. 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3 | signature of person making the declaration | 3 | | | | |
| 4 | Place | Declared at4 |  | on5 |  | of6 |
| 5 | Day |  |  |  |  |  |
| 6 | Month and year |  |  |  |  |  |
|  |  | Before me, |  |  |  |  |
| 7 | Signature of person before whom the declaration is made (see over) | 7 |  |  |  |  |
| 8 | Full name, qualification and address of person before whom the declaration is made (in printed letters) | 8 |  |  |  |  |
| 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 Act 1995* 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 and of the following –**

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 |

1. 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
2. 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:

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

Employee of the Commonwealth who is:

1. in a country or place outside Australia; and
2. authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
3. 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:

1. an officer; or
2. a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
3. 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:

1. the Parliament of the Commonwealth; or
2. the Parliament of a State; or
3. a Territory legislature; or
4. 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:

1. the Commonwealth or a Commonwealth authority; or
2. a State or Territory or a State or Territory authority; or
3. 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