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|  | Statutory declaration: Change of chief executive (Principal) |

The Queensland Curriculum and Assessment Authority as delegate for the Australian Skills Quality Authority

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| **PROVIDER DETAILS** |
| **School RTO legal name:** | [Click & enter text] |
| **QCAA school number:** | [Click & enter text] | **RTO registration number:** | [Click & enter text] |

#### Commonwealth of Australia

STATUTORY DECLARATION
*Statutory Declarations Act 1959*

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| 1 Insert the name, address and occupation of person making the declaration |  | I, 1  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | make the following declaration under the *Statutory Declarations Act 1959*1. I declarethat I have read and understand the VET Quality Framework, as amended from time to time, comprising:
	1. the Standards for Registered Training Organisations (RTOs) 2015
	2. the Australian Qualifications Framework
	3. the Fit and Proper Person Requirements
	4. the Financial Viability Risk Assessment Requirements
	5. the Data Provision Requirements
2. I declare that being the chief executive I:
	1. 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.
	2. ensure my organisation cooperates with ASQA, as the national VET regulator:
		1. in the conduct of audits and the monitoring of its operations
		2. by providing information about significant changes to its operations
		3. by providing information about significant changes to its ownership
		4. in the retention, archiving, retrieval and transfer of records consistent with ASQA’s requirements
		5. by providing a statement demonstrating its financial viability and/or financial statements and/or business plan on the request of ASQA
3. I declare that I understand that ASQA, as the national VET regulator:
	1. may impose conditions on the registration of a registered training organisation (RTO)
	2. 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
	3. 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 Declaration Act 1959*, and I believe that the statements in this declaration are true in every particular.  |
| 2 Signature of person making the declaration3 Place 4 Day5 Month and year  |  | 2Declared at 3 on 4 of 5 |
| 6 Signature of person before whom the declaration is made7 Full name, qualification and address of the person before whom the declaration is made (in printed letters) |  | Before me,67 |
| ***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 four years – see section 11 of the *Statutory Declaration Act 1959*.***Note 2:*** Chapter 2 of the Criminal Code applies to all offences against the Statutory Declaration 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 practice in one of the following occupations:

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

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|  | * 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
* 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
* Commissioner for Declarations
* 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:
	1. the Commonwealth or a Commonwealth authority; or
	2. 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.
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