

VET Fit and Proper person

Statutory declaration

About this form

This declaration must be completed by your registered training organisation's (RTO) senior officers and all Directors or substantial Shareholders (the latter who are in a position to influence the management of the RTO).

Note: A senior officer is a person (other than a Director or shareholder) who is in a position to influence the management of your organisation. It includes a person who makes, or participates in making decisions that affect the whole, or a substantial part of the business of your organisation or who has the capacity to significantly affect your organisation's operations or financial standing. Senior officers will typically include the CEO and members of the senior management team.

Submitting the declaration

This form must be returned to via email to: vrqa.vet@education.vic.gov.au

Privacy statement

All information collected in this declaration is required by State or Commonwealth legislation and associated regulatory frameworks.

The VRQA will only use this information in relation to its powers and functions under the *Education and Training Reform Act 2006* (the Act). To read the VRQA's full privacy statement, see:

- [Privacy statement](#)

You are able to request access to the personal information that we hold about you and request that it be corrected.

Declarant details

Name	
Role title	BOARD DIRECTOR
RTO Legal name	COMMUNITY COLLEGE GIPPSLAND LTD
RTO Trading name	COMMUNITY COLLEGE GIPPSLAND
RTO Number	TOID 4181

Contact details

Phone	
Mobile	
Fax	
Email	
Residential address	
Email	
Previous Registered Training Organisation (if relevant)	
Date of birth	
Place of birth (town, state and country)	

Have you or a registered training organisation in which you have been a senior officer, Director or substantial shareholder ever:

1.	been refused registration as an RTO or had a registration cancelled by the VRQA or any other state, territory or Commonwealth registering body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	had registration as an RTO suspended by the VRQA or any other state, territory or Commonwealth registering body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	had conditions imposed on registration as an RTO by the VRQA or any other state, territory or Commonwealth registering body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	been convicted of an indictable offence under a law of the Commonwealth or of any Australian state or territory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	been convicted of a sexual offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	been convicted of an offence that involves fraud or dishonesty?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	been bankrupt or taken the benefit of any law for the relief of bankrupt debtors, or compounded with their creditors or made an assignment of their property for their benefit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	been part of a company or body that has been wound up?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	been disqualified from managing corporations under Part 2D.6 of the <i>Corporations Act 2001</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	been convicted of an offence against the Consumer Act within the meaning of <i>the Fair-Trade Act 1999</i> or a law relating to company administration or an offence equivalent to this in any Australian state or territory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11.	been convicted of an offence against the Act or a corresponding law of the Commonwealth or of any Australian state or territory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	been in breach of a government training contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13.	been found non-compliant with the Child Safe Standards for VET providers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered Yes to more than one question in the previous section you must copy and complete this explanation section for each question and attach all completed sections to your statutory declaration.

Select which question/s you are ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ referring to

Add relevant details about your answer (if more space is needed please attach separate documents)

Fit and proper person declaration

Made under the *Oaths and Affirmations Act 2018* (as of 1 March 2019) previously *Evidence (Miscellaneous Provisions) Act 1958*

I, _____ (full name of Senior Officer/Director/substantial Shareholder)

_____ (occupation)

of Community College Gippsland Ltd. _____ (RTO name)

TOID 4181 _____ (RTO number or TOID)

do solemnly and sincerely declare that the information I have provided is true and accurate and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the State of Victoria – *Oaths and Affirmations Act 2018*.

Declared at _____ (location of signing)

in the State of Victoria, this ____ / ____ / 202__

(signature of person making this declaration – to be signed in front of an authorised witness)

Authorised witness*

Before me

_____ (witness name)

_____ (title)

_____ (address)

_____ (signature)

* The authorised witness must print or stamp his or her name, address and title under section 30 of the *Oaths and Affirmations Act 2018* (as of 1 March 2019), previously *Evidence (Miscellaneous Provisions) Act 1958*. For a list of authorised persons who may witness statutory declarations under section 30 of the *Oaths and Affirmations Act 2018* see:

- www.justice.vic.gov.au/statdecs