

10793NAT Course in Community Justice (Commissioner for Declaration) (Online)

Commissioners for Declarations perform the duties appropriate to their level of appointment which would include witnessing signatures on a wide range of documents and certifying copies of documents.

This accredited skill set consists of competency in **1 core unit**. On successful completion of this unit you will receive a **Commissioner for Declaration Statement of Attainment**.

Unit code	Unit name	Unit type	Textbook/ Resources	Study Schedule	
Must complete listed unit below				Intake	Completed
1	QCJWIT001	Witness or certify documents	Core	Electronic resources are available through the Connect learning management system	<input type="checkbox"/> Completed

All information was accurate at the time of publication 7/10/2021 v1.2



STUDENT PORTAL

Through the portal you can enrol, update your details, and check your academic results whenever you like. To login just click on this link <https://tafeqld.t1cloud.com/> and use your Connect login credentials.

If you have an issue with the student portal please log the issue through the “Report an Issue” form in your forms tile and you will receive a response as soon as possible. Alternatively, click the link below and scroll through the frequently asked questions that may assist you with your enquiry <https://tafeqld.edu.au/current-students/student-portal-pilot-faq.html>.



CONNECT

Connect offers access for mobile devices, the ability to communicate with teachers and classmates, and excellent user support, allowing you the flexibility to study anywhere, anytime.

Your TAFE student number is your ‘username’ for logging into Connect. You will be prompted to create your own password by selecting ‘Password Manager’ on the Connect login homepage. In order to create your password, you will need to enter your date of birth and the email address you provided to TAFE Queensland.

Access your online studies via [Connect](#)

Online instructions: [Connect Help](#)

DON'T FORGET to [enable notifications in Announcements](#) so you don't miss an important announcements relating to your study.



HAVE YOU STUDIED BEFORE?

Credit Transfer is a process that offers you credit for earlier formal study that is equal to your nominated qualification. It is important that you apply before your start of study. Please see [eligibility information and the application form](#) for more information.



STUDENT RULES

The [TAFE Queensland Student Rules and Policies](#) are designed to make you aware of your rights as a student, as well as your responsibilities to TAFE and your fellow students.



WITHDRAWALS, TRANSFERS & REFUNDS

We all change our minds, so if for any reason you find the need to leave a course, or if you are seeking to transfer to another intake, or withdraw from study, please speak with your program coordinator and view the [TAFE Queensland Refund Policy](#) before submitting your withdrawal request, as you may not be eligible for a refund

If you are wishing to withdraw prior to the start of an intake - You can withdraw and swap units through the Student Portal. You can access this under the **My Study tile** in the **Withdraw From a Unit** menu. Note: Students with multiple courses in their **My Study tile** will need to select the **Manage your Course** button first. Once you have chosen your course, you can see the **Withdraw From a Unit** menu option, from here choose the unit/units to withdraw.

If you are wishing to withdraw after the start of an intake – you can submit your request through the Student Portal under the **Forms tile**. Scroll to the **Request for Withdrawal and or/Refund (TQ)**.