

Australian Capital Territory

Justices of the Peace (Course) Approval 2019

Notifiable instrument NI2019–397

made under the

Justices of the Peace (Eligibility) Guideline 2011

1 Name of instrument

This instrument is the *Justices of the Peace (Course) Approval 2019*.

2 Commencement

This instrument commences on the day after notification.

3 Approval

For the purposes of clause 1(f) of the *Justices of the Peace (Eligibility) Guideline 2011*, I approve the attached course, OCA-BT01 *Justice of the Peace – ACT* delivered by the Canberra Institute of Technology.

Gordon Ramsay MLA
Attorney-General
19 June 2019

Course Syllabus (non-accredited training)

OCA-BT01 Justice of the Peace – ACT

Version 2 Semester 1 2019

CIT acknowledges the United Ngunnawal Elders Council as the representative body of the Ngunnawal community; the traditional owners of the ACT and region. We pay respect to their Elders, both past and present, and acknowledge the ongoing contribution they make to the life of this city and this region.

Contents

Course Summary	2
Entry Requirements and Duration	2
Overview of Training	2
Overview of Assessment.....	3
Outcomes	4
Copyright Information.....	4
Changes to the Course	4
Non-Accredited Subject Details.....	5
Course Summary Details	7
Delivery Structure	8
Program Replacement Information.....	9
Modification History.....	9

Also attached:
Web Handbook
CAPP Report
Subject Fees
Subject Listing

* Correct at time of document release; please check Banner for the latest versions of the reports

Course Summary

The Canberra Institute of Technology is the sole provider in the ACT. The purpose of the course is to provide participants with a range of skills and knowledge that are required to perform the functions of a Justice of the Peace in the ACT. Completion of this course will enable the participant to apply for membership of the ACT Justice of the Peace Association.

The course will cover:

- The Australian legal system
- The role of the Justice of the Peace in the ACT
- Oaths and Affirmations Act 1984
- Relevant Court decisions
- Communication skills
- Analysis of sample documents.

The following industry groups were involved in the development of this course:

- ACT Justice of the Peace Association
- Justice and Community Safety Directorate

Successful completion of this course is a recommendation to the Justice and Community Safety Directorate that participants are eligible to be sworn in by the Supreme Court of the ACT as a Justice of the Peace in the ACT.

Entry Requirements and Duration

To be eligible to enrol into this course, participants must apply to become a Justice of the Peace through Access Canberra and have in-principle agreement to appointment as a Justice of the Peace in the ACT from the ACT Attorney General.

Only applicants, as advised by the Justice and Community Safety Directorate to CIT staff, are eligible to enrol in this program.

The course will be delivered over two days (a week apart) using face to face delivery. In between workshops, participants are required to read and revise the course material.

Participants are required to complete one CIT developed subject, twelve hours in total (*Prepare to perform the role of a Justice of the Peace in the ACT*) to achieve a CIT Record of Results.

Overview of Training

This course is fully delivered in a classroom based face-to-face context. This type of face-to-face delivery has been chosen because it provides for a range of learning styles, needs and individual goals as much as possible, generally adopting a student-centred, communicative, task-based approach to training. Face-to-face delivery also enhances collaborative learning through the use of group activities which are employed as learning strategies. A presentation by 'ACT Justices of the Peace Association' is also conducted during the two-day workshop.

Participants are given a 'Justice of the Peace Handbook' which contains course content and work through a series of activities, case studies and readings (see Course Materials).

Students will be given many opportunities to practise in context the legal vocabulary and knowledge applicable to the role and scope of the responsibilities of the Justice of the Peace in the jurisdiction of the ACT. To do this the students' existing levels of knowledge and skills will be considered. A variety of scenarios and role plays will be used during the workshops to enable students to develop and apply new skills and knowledge to real, current and relevant situations.

This face to face delivery is supplemented with independent learning activities. The amount of additional time spent per week by individual students in independent learning activities will vary depending on their ability to acquire new concepts and skills.

Overview of Assessment

Assessment will focus on acquiring evidence (spoken, written and observed) that participants can apply to case studies and scenarios based on real work situations.

There are two assessment tasks:

- A written reflection exercise (based on role plays) and
- Open book written tasks (scenarios, multiple choice, true/false questions)

Students are assessed at the end of the course and granted an ungraded pass if all required learning outcomes are achieved. If the required learning outcomes are not achieved, the student may be required to undertake additional study before they can undergo another attempt at assessment.

For successful completion of individual assessment items, a satisfactory result ("S") is recorded. For unsuccessful completion of individual assessment items, a 'not yet satisfactory' result is recorded ("NYS"). Students will be notified of all assessment results in writing.

The final subject result will be an ungraded pass for successful completion.

Outcomes

<p>Reflection Exercise: On completion participants can:</p> <ul style="list-style-type: none"> • Demonstrate an understanding of the role of the Justice of the Peace • Demonstrate an awareness of when to refer a client to a lawyer • Demonstrate an ability to deal with a person who is upset • Understand when a person lacks capacity to sign an affidavit or a statutory declaration.
<p>Written Activity: On completion participants can:</p> <ul style="list-style-type: none"> • Demonstrate a knowledge of the process for witnessing affidavits • Demonstrate a knowledge of the process to witness statutory declarations • Understand when a Justice of the Peace should use an interpreter • Demonstrate an understanding of how to deal with people who are angry, emotional or upset • Demonstrate an awareness of personal safety • Demonstrate a knowledge of the process required when witnessing a Power of Attorney • Demonstrate an understanding of the jurisdiction of an ACT Justice of the Peace

Copyright Information

This document was produced by the Department of Accounting, Bookkeeping and Legal Services and the Canberra Institute of Technology holds the copyright.

This work is copyright. Apart from any use permitted under the Copyright Act 1968, no part may be reproduced by any process without prior written permission from the Institute. Requests and enquiries concerning reproduction and copyright should be address to the Canberra Institute of technology, Constitution Avenue, Reid, ACT 2601.

Changes to the Course

The Canberra Institute of Technology recognises that engaging with industry stakeholders is critical to ensuring that training and assessment is aligned with current industry standards and expectations for the workplace.

The Canberra Institute of Technology will consult with the following stakeholders before making any significant changes to the course content and this course document:

- Attorney-General
- ACT Justice of the Peace Association
- Justice and Community Safety Directorate
- Industry groups

Non-Accredited Subject Details

Subject Name	Prepare to perform the role of a Justice of the Peace in the ACT	
Student Workload	Nominal Hours	12 hours
	Additional Unsupervised Hours	12 hours
Delivery Mode	Face to face	
Subject Field of Education Code	091101	
Subject Code	LEGL 222	

Subject Purpose

The purpose of this subject is to carrying out the functions of a Justice of the Peace in the ACT - in particular when certifying copies of documents and witnessing affidavits and statutory declarations.

Learning Outcomes

Learning Outcome 1

Identify the main roles and responsibilities of key bodies in the legal system

Learning Outcome 2

Understand the scope of the role of a Justice of the Peace in the Australian Capital Territory

Learning Outcome 3

Apply appropriate communication skills to a range of simulated workplace situations

Learning Outcome 4

Make judgements about appropriate actions in relation to the scope of the role.

Grading Mode

5 = Ungraded pass for Non-Accredited and Assessed Program (OCA)

Content

The course will cover:

- The Australian legal system
- The role of the JP in the ACT
- Oaths and Affirmations Act 1984
- Relevant Court decisions
- Communication skills
- Analysis of sample documents

Delivery Strategy

A learner-centred approach will be adopted allowing individual students to develop and practise in context the legal vocabulary and knowledge applicable to the role and scope of the responsibilities of the Justice of the Peace in the jurisdiction of the ACT. To do this the students' existing levels of knowledge and skills will be acknowledged and each student will be supported as necessary to achieve at the required standard within the time constraints of the course.

The course will be delivered over two days (a week apart) using face to face delivery. In between workshops, participants are required to read and revise the course material.

Scenarios and role plays will be used to give students learning opportunities to develop and apply their new skills and knowledge to real, current and relevant situations.

Small group and whole class activities will enable learning generally and more specifically allow learning from listening to and observing peers.

Reflection exercises and skill and knowledge development activities will strengthen students' ability to know what they have learnt and what they may still need to learn.

Assessment Strategy

Assessment will focus on acquiring evidence (spoken, written and observed) that participants have gained and retained the required relevant knowledge, skills and understanding and are then able to apply these to case studies and scenarios based on real work situations.

Occupational Health and Safety Requirements

NA

Resource Requirements

Course Handbook

Classroom with IT facilities

Version	Effective Term	Description
1	201820	Initial implementation

Course Summary Details

Program Title	Justice of the Peace - ACT
CIT Banner Code	OCA-BT01
Qualification National ID	Not Applicable
Post Nominal	JusticeofthePeace
Hours	12
Qualification Field of Education	0313
ANZSCO	NONVET
Centre and Codes	Accounting, Bookkeeping and Legal - 33810
Campus	CIT Reid
Program Developer	Ella Rosso
TRIM Reference (Working File)	CIT2018/2634
TRIM Reference (Approved Program File)	CIT2018/2635
TRIM Reference (CAPP)	CIT2018/2636
Will this program be offered as User Choice?	No
Scope of Registration	Not Applicable
First semester for delivery	201820
Parent Program (for Training Programs)	Not Applicable
Training Package Identified Skill Set (for Training Programs)	No
Testamur Wording (Optional) (for Training Programs)	Not Applicable
Major Code	0000
Concentration Code	0000
Award Category	03
Recognition Status	14

Delivery Structure

OCA-BT01 Justice of the Peace - ACT								
Subject	Course	Title	National ID	Credit Points	Contact Hours	FOE	Grading Mode	Prerequisite
Complete 1								
LEGL	222	Prepare to perform the role of a Justice of the Peace in the ACT		1	12	091101	5	Nil

Program Replacement Information

This program does not replace any other existing CIT program.

Modification History

Version 1, 201820

Implementation

Version 2, 201910

Syllabus updated

Non-Accredited Training - Justice of the Peace - ACT

Printed: 25th Mar 2019 12:13pm (EST) | Category: Professional | Subcategory: LEGAL

Page URL: <https://cit.edu.au/courses/professional/legal/OCA-BT01>

Overview

The purpose of this course is to provide students with a range of skills and knowledge that are required to perform the functions of a Justice of the Peace in the ACT.

These duties and responsibilities may be subject to a range of legislation, rules and/or codes of practice.

Qualification:	Non-Accredited Training - Justice of the Peace - ACT
Program No:	OCA-BT01
Campus:	CIT Reid
Duration:	The course will be delivered over two days (a week apart) using face to face delivery. In between workshops, participants are required to read and revise the course material.
Cost Info:	<p>The 2019 Semester 1 enrolment fees for this course are based on the costs per subject as indicated below. The total program cost may vary depending on the choice of elective subjects or if subjects are attempted more than once.</p> <p>Subject costs identified as Standard are partially subsidised by the ACT Government. Concessions may be available to eligible students.</p> <p>Costs identified as Apprentice or Trainee apply only to students studying as part of an Australian Apprenticeship arrangement. The qualification cost for an Apprentice or Trainee is subsidised by the ACT Government. Concessions may be available to eligible Apprentices or Trainees.</p> <p>Costs identified as Full Fee receive no government subsidy. Concessions are not available.</p> <p>Further information about fees is available at Course fees and assistance.</p> <p>Information about studying under Skilled Capital is also available.</p>
Indicative Cost:	\$450
Likely Job Outcome:	Completion of this course will enable the successful participant to apply for membership of the ACT Justice of the Peace Association. Successful completion of this course is a recommendation to the ACT Justice and Community Safety Directorate that participants are eligible to be sworn in by the Supreme Court of the ACT as a Justice of the Peace in the ACT.
Enrolment Type:	Register Your Interest

Entry Requirements / How to Apply

You must first apply to become a Justice of the Peace through Access Canberra <https://form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1184> and have in-principle agreement to your appointment as a Justice of the Peace in the ACT from the ACT Attorney General.

Only applicants, as advised by the ACT Justice and Community Safety Directorate to CIT staff, are eligible to enrol in this program.

To study any course at CIT (excluding degrees and non-accredited training) you must have a [Unique Student Identifier \(USI\)](#).

• Transition Information

- Qualifications at CIT are regularly updated or replaced to meet current industry needs and maximise your employment opportunities. If this occurs while you are part way through a qualification, you may need to vary your learning to meet the new national requirements. CIT will aim to make this as smooth as possible for you.

• Subject Cancellations/Changes

- To ensure positive outcomes for all students, CIT may need to cancel or change classes at short notice. CIT will make every effort to inform students as soon as changes are made and will also make every effort to offer alternative arrangements for students to meet the requirements of the subject and complete their qualification. In an unfortunate instance when this cannot be met, you will receive a full refund. Please ensure you maintain current contact details via CIT Self Service or by contacting CIT Student Services at infoline@cit.edu.au.

Subject Information

Complete 1 subject

Complete 1

Prepare to perform the role of a Justice of the Peace in the ACT

CIT Code: LEGL222

Cost: Commercial \$450.00

Description: The purpose of this subject is to carrying out the functions of a Justice of the Peace in the ACT - in particular when certifying copies of documents and witnessing affidavits and statutory declarations.

Prerequisites: Nil

Related Courses

Diploma Legal Services
 BSB52215

Certificate Legal Services
IV BSB42215

Program: OCA-BT01 Justice of the Peace - ACT

Effective Term: 201820	Active: Active	Start Term: 201820
Minimum Grade: AS	Captive: Yes	Accreditation Start Date: 01 JUL 2018
Required Credits:	Required Subjects: 1	Final Award Date:

AREA 1 - ENROLMENT

AREA 2 - REQUIRED

Area

Additional Program Completion Requirements

Non Course Code	Description	Year Limit
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Area

EOCABT01A1 Justice of the Peace Enrol

Req Subjs	Req Creds	Min Grde	Attach	Status	Priority	Eff term	Reuse
		AS	C	Active	1	201820	Out

AREA 1 - ENROLMENT

CIT student enrolment pathway - Core

Set	Subset	Rule	Subj	Crse	Nat/state ID	Title	Cred Hrs
		1ENROL					

Rule	Req Conds	Req Creds/Subj	Max Creds/Subj
1ENROL	Complete 1	/	/999

Set	Subset	Rule	Subj	Crse	Nat/State ID	Title	Cred Hrs
			LEGL	222		Prepare to perform the role of a Justice of the Peace in the ACT	1

Area

OCABT01A1U Justice of the Peace Core

Req Subjs	Req Creds	Min Grde	Attach	Status	Priority	Eff term	Reuse
1		AS	C	Active	2	201820	In

AREA 2 - REQUIRED

Complete 1 subject

Set	Subset	Rule	Subj	Crse	Nat/state ID	Title	Cred Hrs
		1CORE					

Rule	Req Conds	Req Creds/Subj	Max Creds/Subj
1CORE	Complete 1	/1	/999

Set	Subset	Rule	Subj	Crse	Nat/State ID	Title	Cred Hrs
			LEGL	222		Prepare to perform the role of a Justice of the Peace in the ACT	1

Subject Listing by Program for Effective Term Semester 1 2019

PROGRAM : OCA-BT01 Justice of the Peace - ACT			START TERM : 201820		
MAJOR : 0000 - UNDECLARED			CONC : 0000 - UNDECLARED		
DEPARTMENT : 33810 ACCOUNTING AND LEGAL (3810)			COLLEGE : BUSINESS AND LEADERSHIP (BT)		
AWARD CATEGORY : 03			PROGRAM EFTSL : 0.0		
RECOGNITION : 14			VET FEE HELP : No		
			ACCRED START DATE : 01 JUL 2018		
			FINAL AWARD DATE :		

<u>SUBJ</u>	<u>SUBJ#</u>	<u>TITLE</u>	<u>ID</u> <u>TYPE</u>	<u>ST</u>	<u>NAT/</u> <u>STATE ID</u>	<u>SUBJ</u> <u>FOE</u>	<u>COLL</u>	<u>DEPT</u>	<u>P/C</u> <u>REQ</u>	<u>NOM</u> <u>SUP</u>	<u>NOM</u> <u>UNSUP</u>	<u>CREDIT</u>	<u>BILL</u>	<u>EFTSL</u>	<u>LEVEL</u>	<u>GM</u>	<u>SUBJ END</u> <u>TERM</u>
LEGL	222	Prepare to perform the role of a Justice of the Peace in the ACT	CIT	A		091101	BT	3810		12		1.000	3.000	0.012	CD	5	999999

EFTSL = Equivalent Full-Time Student Load **P/C REQ:** **P** = Prerequisite exists for this subject, **C** = Co-Requisite exists for this subject
GM = GRADING MODE: **1** = Not Assessable, **2** = Final Examination - Ungraded, **3** = Final Examination - Graded, **5** = No Final Exam - Ungraded,
7 = Graded to High Distinction, **8** = External Examination, **A** = Final Exam Graded to HD

PROGRAM: OCA-BT01 - Justice of the Peace - ACT

START TERM: 201820

CENTRE: Business and Leadership (BT)

DEPARTMENT: 33810 Accounting and Legal (3810)

FINAL AWARD DATE:

VET FEE HELP: NO

SUBJ	SUBJ#	NAT/STATE ID	TITLE	COLL	DEPT	ST	NOM SUP	BILL	ASBA	APPRENTICE	PROFILE S	MATL I/E	COMM C	COMM R	HIGHER ED.
LEGL	222		Prepare to perform the role of a Justice of the Peace in the ACT	BT	3810	A	12.00	3.000	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00

GM = GRADING MODE: 1 = Not Assessable, 2 = Final Examination - Ungraded, 3 = Final Examination - Graded, 5 = No Final Exam - Ungraded,
7 = Higher Education - Graded, 8 = External Examination, A = Final Exam Graded to HD