|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | **Cunningham Centre**  **Darling Downs Hospital and Health Service**  **Replacement award application** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Privacy disclaimer:** Cunningham Centre is collecting this information in accordance with the *National Vocational Education and Training Regulator Act 2011* in order to meet your needs as a client and ensure accurate records are maintained for accreditation purposes. Some of this information may be given to an external agencyfor the purpose of meeting contractual reporting arrangements*.* Your information will not be given to any other person or organisation unless authorised or required by law*.* | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| A statutory declaration must be completed to declare you have lost/misplaced the original award to receive a replacement.  Please refer to the Attorney General’s guide on statutory declarations for further information - <http://www.ag.gov.au/statdec>. | | | | | | | | | | | | | | | | | | | | |
| **Please note**   * We must be able to find verifiable evidence that the original award was issued by the Cunningham Centre or another Queensland Health Rural Health Training Unit. If sufficient evidence cannot be found, we will not issue the award. In this event, you will be notified, and an invoice will not be issued. * A replacement award will incur a fee of $75.00 (including GST and postage) which must be paid before replacement award being issued. * When your request is received, you will receive an invoice which must be paid prior to your replacement award being processed. Replacement awards may take up to fifteen (15) working days to issue from receipt of your payment. * This form must be submitted via post as we must receive the certified original Statutory Declaration. | | | | | | | | | | | | | | | | | | | | |
| **Personal details |** | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Family name | | |  | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | |
| Given names | | |  | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | |  | | | |  | | | | | | | |
| Telephone | | |  | | | | | | Email | | | |  | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | |
| Postal address | | |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Qualification details |** | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Qualification/Statement of Attainment/Certificate for which the replacement is requested: | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Was the award issued in the name given above?  Yes – Please progress to fill in the **Payment authorisation** and the **Statutory Declaration** attached to this form.  No – Please download and submit a [**Change client details form**](https://www.health.qld.gov.au/__data/assets/pdf_file/0027/728631/F7201.2-change-client-details.pdf)from our website and submit along with the supporting  evidence with this form. | | | | | | | | | | | | | | | | | | | | |
| **Payment authorisation** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | I agree to an invoice being issued and understand a replacement certificate will not be issued until payment is finalised. | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | |  | |  | |
| Signature | | | |  | | | | | | | | | | | Date | | | // | |
| **Enquiries** | | | | | | | | | | | | | | | | | | | | | |
| **Team** | | | | | | | | | | | | **Email** | | | | | | | | |
| Allied Health Education and Training | | | | | | | | | | | | [AHET@health.qld.gov.au](mailto:AHET@health.qld.gov.au) | | | | | | | | |
| Nursing education and training | | | | | | | | | | | | [ccnursing@health.qld.gov.au](mailto:ccnursing@health.qld.gov.au) | | | | | | | | |
| Sterilisation Services | | | | | | | | | | | | [CertIII\_Sterilisation@health.qld.gov.au](mailto:CertIII_Sterilisation@health.qld.gov.au) | | | | | | | | |
| **Completed forms** | | | | | | | | | | | | | | | | | | | | | |
| **Forms must be submitted via post. Electronic applications will not be accepted** Cunningham Centre PO Box 405 TOOWOOMBA Queensland 4350 | | | | | | | | | | | | | | | | | | | | |
| **Office use only |** | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Team verification** (please refer to **Replacement award guideline | PU5300.12**) | | | | | | | | | | | | | | | | | | | | |
| Date request received | | | | | /     / | | | | | |  | | | | | | | | | |
| Evidence has been located to confirm that original award was completed? | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| No – please escalate to your team leader to advise the client of the outcome. | | | | | | | | | | | | | | | | | | | | |
| Yes - | | Please provide the Certificate No. | | | | | |  | | | | | | | | | | | | |
|  | | |  | | | | | | |  | | | | | |  | | | | |
| Please submit the request to raise a tax invoice. | | | | | | | | | | | | | | | | | | | | |
| Tax code | | | S0 GST taxable | | | | | | | GL account code | | | | | | 450210 | | | | |
|  | | |  | | | | | | |  | | | | | |  | | | | |
| Cost centre | | |  | | | | | | | Amount including GST | | | | | | $75.00 | | | | |
|  | | |  | | | | | | |  | | | | | |  | | | | |
| Receipt No. | | |  | | | |
|  | | |  | | | | | | |  | | | | | |  | | | | |
| Once payment has been received, please forward to Learning and Development ([ddld@health.qld.gov.au](mailto:ddld@health.qld.gov.au)) to issue new certificate. | | | | | | | | | | | | | | | | | | | | |
| Date re-issued | | | /     / | | | | Signature | | | | | | |  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Commonwealth of Australia  STATUTORY DECLARATION  *Statutory Declarations Act 1959* | | | | | | |
|  | | | | | | |
| *1 Insert the name, address and occupation of person making the declaration* | I, |  | | | | |
|  | | | | | | |
|  |  | make the following declaration under the *Statutory Declarations Act 1959:* | | | | |
| *2Set out matter declared to in numbered paragraphs* |  |  | | | | |
|  | | | | | | |
|  | | 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* |  |  | | | | |
|  | | | | | | |
| *4 Place*  *5 Day*  *6 Month* *and year* |  | Declared at*4* | |  | | |
|  |  | | | | | |
|  |  | on*5* |  | | of*6* |  |
|  | | | | | | |
|  | | Before me, | | | | |
|  | | | | | | |
| *7 Signature of person before whom the declaration is made (see page 3)* | |  | | | | |
|  | |  | | | | |
|  | | | | | | |
| *8 Full name, qualification and address of person before whom the declaration is made (in printed letters)* | |  | | | | |
|  | | | | | | |
|  | | *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* 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–**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Architect Chiropractor Dentist

Financial Advisor Financial Planner Legal practitioner

Medical practitioner Midwife Migration agent registered under Division 3 or Part 3 of the *Migration Act 1958*

Nurse Occupational Therapist Optometrist

Patent attorney Pharmacist Physiotherapist

Psychologist Trade marks attorney Veterinary surgeon

(2) 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

(3) a person who is in the following list:

Accountant who is:

1. a fellow of the National Tax Accountants’ Association; or
2. a member of any of the following:
   * 1. Chartered Accountants Australia and New Zealand;
     2. The Association of Taxation and Management Accountants;
     3. CPA Australia;
     4. The Institute of Public Accountants

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list

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 a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this list

Employee of the Australian Trade and Investment Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising the employee’s function at that place

Employee of the Commonwealth who is:

(a) at a place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising the employee’s function in that place

Engineer who is:

(a) a member of Engineers Australia, other than at the grade of student; or

(b) a Registered Professional Engineer of Professionals Australia; or

(c) registered as an engineer under a law of the Commonwealth, a State or Territory; or

(d) registered on the National Engineering Register by Engineers Australia

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

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 the Australian Defence Force who is:

(a) an officer

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service

(c) a warrant officer within the meaning of that Act

Member of the Australasian Institute of Mining and Metallurgy

Member of the Governance Institute of Australia Ltd

Member of:

(a) the Parliament of the Commonwealth

(b) the Parliament of a State

(c) a Territory legislature

(d) a local government authority

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public, including a notary public (however described) exercising functions at a place outside

(a) the Commonwealth

(b) the external Territories of the Commonwealth

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:

(a) a State or Territory or a State or Territory authority

(b) a local government authority

with 5 or more years of continuous service, other than such an employee who is specified in another item of 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 employee of a Commonwealth authority

Senior executive employee of a State or Territory

SES employee of the Commonwealth

Sheriff

Sheriff’s officer

Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution