

# CERTIFICATION PROCESS

## Chaplains & Student Wellbeing Worker (SWW)

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### HOW TO HAVE A DOCUMENT CERTIFIED CORRECTLY

1. Make a photocopy of the original document.
2. Take the original and the copy to one of the people listed below.
3. The authorised person must write and sign each page of the copied document.

The authorised person should sign each document and provide their designation, for example Pharmacist. Many authorised persons have a stamp they use to mark the paper, and they then sign and date the declaration. If an authorised person does not have a stamp, they can use wording such as the example below:

Certified true copy. Original sighted by me on ...../...../20.....

Signed .....

Signatory's authority: .....

### People who can certify documents are those who are legally allowed to take statutory declarations, including:

- ✓ Psychologist
- ✓ Legal practitioner
- ✓ Medical practitioner
- ✓ Dentist
- ✓ Pharmacist
- ✓ Veterinarian surgeon
- ✓ Minister of religion *authorised to celebrate marriages under the Marriage Act 1961*
- ✓ A Justice of the Peace or a Bail Justice
- ✓ Bank Manager
- ✓ Police Officer

For a more extensive list of authorised persons please visit

<http://www.justice.vic.gov.au/home/justice+system/legal+assistance/statutory+declarations/>

To apply for a position as an **ACCESS ministries** Chaplain a Bachelor degree in Theology/Ministry, Education, Social Science or equivalent coupled with experience in the other applicable areas is required.

To gain endorsement as an **ACCESS ministries** SWW a tertiary qualification (Cert IV or above) in Youth Work, Pastoral Care or equivalent is required.

Please note that all applicants are required to have completed course content which includes mental health and referral components. Please attach certified evidence of completed qualifications and full transcripts of studies undertaken with your application.