

SUPERVISOR RELATIONSHIPS STATUTORY DECLARATION - 2017

(to be completed by supervisors, clarifiers, readers, scribes)

I _____ [full name]

of _____ [address]

do solemnly and sincerely declare that:

To the best of my knowledge I satisfy the Victorian Curriculum and Assessment Authority (VCAA) eligibility criteria set out below.

Tick all that apply

- ☐ 1. As a **Chief Supervisor**, I am not:
- (i) Related to, or associated with, **any** student undertaking a VCE Unit 3 and 4 study in 2017.
 - (ii) Teaching **or** tutoring **any** student in a VCE Unit 3 and 4 study in 2017.
 - (iii) Related to or associated with **any** person engaged in teaching, tutoring or coaching any students undertaking a VCE Unit 3 and 4 study in 2017, or **any** school personnel engaged in organising or checking VCE external assessment* materials on behalf of a school in 2017.
 - (iv) Employed by the school as a teacher (including CRT) or member of the administration staff.
- ☐ 2. As an **Assistant Supervisor**, I am not:
- (i) Related to, or associated with, **any** student undertaking a VCE Unit 3 and 4 study in 2017 **at the school** where I am employed.
 - (ii) Teaching **any** student in a VCE Unit 3 and 4 study in 2017.
 - (iii) Tutoring a student in a VCE Unit 3 and 4 study in 2017 **at the school** where I am employed.
 - (iv) Related to or associated with **any** person engaged in teaching, tutoring or coaching any students undertaking a VCE Unit 3 and 4 study in 2017, or any school personnel engaged in organising or checking VCE external assessment* materials **at the school** where I am employed.
 - (v) Employed by the school as a teacher or member of the administration staff.
- ☐ 3. As a **Clarifier, Reader and Scribe** for Special Examination Arrangements approved by the VCAA, I am not:
- (i) Related to, or associated with, **any** student undertaking a VCE Unit 3 and 4 study in 2017 **at the school** where I am employed.
 - (ii) Teaching **any** student in a VCE Unit 3 and 4 study in 2017.
 - (iii) Tutoring a student in a VCE Unit 3 and 4 study in 2017 **at the school** where I am employed.
 - (iv) Related to or associated with **any** person engaged in teaching, tutoring or coaching any students undertaking a VCE Unit 3 and 4 study in 2017, or any school personnel engaged in organising or checking VCE external assessment* materials **at the school** where I am employed.
 - (v) Employed as an integration aide or visiting teacher for **any** student undertaking a VCE Unit 3 and 4 study in 2017 **at the school** where I am employed.

* VCE external assessment includes the General Achievement Test (GAT), VCE written examinations and Extended Investigation Critical Thinking Test

Examples of related to or associated with students or any person include: children, via relatives/relationships by marriage or de facto or by other living arrangements, friends, neighbours, business or community associates, tutoring or teaching relationships.

Examples of related to or associated with schools (or educational organisations) means a school or educational organisation at which you teach or have taught, tutored, or attended immediately before your employment, or with which a spouse or other person with whom you have a relationship or association with as defined above, is involved with VCE Unit 3 and 4 in 2017 or you are a member of the administration or teaching staff.

Note: You cannot be employed as a supervisor at a school where you have taught units 1/2 and/or 3/4 in the last two years.

I understand that if a relationship or association with a student or other person referred to above or school (or educational organisation) arises or becomes known to me that I have not set out in this declaration, I am required to and agree that I will immediately give written notice to the Principal (or delegate) at the school where I am employed and they will review, in consultation with the VCAA, my eligibility to continue in this employment.

I acknowledge that this declaration is true and correct and is made in the belief that a person making a false declaration is liable to the penalties of perjury.

Declared at: _____ (suburb), in the State of Victoria

this _____ day of _____ 2017

.....
Signature of person making this declaration
(to be signed in the presence of an authorised witness)

Before me

.....
signature of authorised witness

.....
name of authorised witness

.....
address of authorised witness

.....
status of authorised witness (see list overleaf)

Authorised Witnesses

Any of the following persons may witness the signing of a statutory declaration, pursuant to the **Evidence (Miscellaneous Provisions) Act 1958 (Vic)** and must write, type or stamp his or her name and address below his or her signature, after witnessing the signing of a declaration:

- (a) a justice of the peace or a bail justice;
- (b) a public notary;
- (c) an Australian lawyer (within the meaning of the **Legal Profession Act 2004**);
- (d) a clerk to an Australian lawyer;
- (e) the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or a deputy registrar of the County Court, the principal registrar of the Magistrates' Court or a registrar or deputy registrar of the Magistrates' Court;
- (f) the registrar of probates or an assistant registrar of probates;
- (g) the associate to a judge of the Supreme Court or of the County Court;
- (h) the associate of an Associate Judge of the Supreme Court or of an associate judge of the County Court;
- (i) a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth;
- (j) a police officer;
- (k) the sheriff or a deputy sheriff;
- (l) a member or former member of either House of the Parliament of Victoria;
- (m) a member or former member of either House of the Parliament of the Commonwealth;
- (n) a councillor of a municipality;
- (o) a senior officer of a Council as defined in the **Local Government Act 1989**;
- (p) a person registered under the Health Practitioner Regulation National Law to practise in the medical profession (other than as a student);
- (q) a person registered under the Health Practitioner Regulation National Law—
 - (i) to practise in the dental profession as a dentist (other than as a student); and
 - (ii) in the dentists division of that profession;
- (r) a registered veterinary practitioner within the meaning of the **Veterinary Practice Act 1997**;
- (s) a person registered under the Health Practitioner Regulation National Law to practise in the pharmacy profession (other than as a student);
- (t) a principal within the meaning of the **Education and Training Reform Act 2006**;
- (u) the manager of an authorised deposit-taking institution;
- (v) a member of CPA Australia LTD who holds the designation Certified Practising Accountant or a Fellow of CPA Australia; a member of the Institute of Public Accountants who holds a current practising certificate; a member of The Institute of Chartered Accountants in Australia; a member of Chartered Accountants Australia and New Zealand who resides in Australia;
- (w) the secretary of a building society;
- (x) a minister of religion authorised to celebrate marriages;
- (xa) a Victorian Inspectorate Officer within the meaning of the **Victorian Inspectorate Act 2011**;
- (y) a person employed under Part 3 of the **Public Administration Act 2004** with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification;
- (ya) an IBAC officer within the meaning of the **Independent Broad-based Anti-corruption Commission Act 2011**;
- (z) a fellow of the Institute of Legal Executives (Victoria).

SCHOOLS PLEASE NOTE – As this form collects personal information from prospective employees, please insert a Collection Notice to comply with obligations under the **Privacy and Data Protection Act 2014 (Vic)** or the **Privacy Act 1988 (Cth)** (if applicable). You may already have collection notices in use on other employee forms. Personal information should be stored securely and handled in accordance with applicable legal requirements and your school's privacy policy. Consult your legal advisor or privacy officer for more advice.

Conditions of appointment - supervisors, clarifiers, readers and scribes - 2017

I agree to abide by the following requirements in performing my role in relation to the conduct and administration of 2017 VCE external assessments:

1. I confirm that:
 - a. I have completed the Supervisor Relationships Statutory Declaration and am accordingly eligible for appointment as a supervisor, clarifier, reader or scribe for 2017 VCE external assessments.
 - b. I have not accepted a voluntary resignation package, for example a Voluntary Departure Package (VDP), Voluntary Separation Package (VSP) from any Victorian Public sector employer - *Film Victoria, the Growth Areas Authority, Public Transport Victoria* and *VicRoads*, for a minimum period of three calendar years from the date of separation or from any Victorian public sector employer, other than those identified above, for a minimum period of one calendar year from the date of separation. I also confirm that I am not bound by any relevant agreement signed in relation to any other separation payment
2. I undertake immediately to inform the principal or delegate if at any time after signing the Supervisor Relationships Statutory Declaration I become aware that I have or may have a relationship or association with a student or schools (or educational organisations) that should be declared to the VCAA for the purposes of my work in relation to 2017 VCE external assessments.
3. I shall keep confidential and shall not disclose or divulge by any means or in any way to any person not authorised to receive it, either during or after my period of appointment:
 - a. any details about VCE external assessment materials entrusted to, or prepared by me, in performing the duties of my role
 - b. any information, knowledge or materials that come into my possession as a result of my appointment that I know or should have known are confidential.
4. I undertake to comply with the directions for the administration and conduct of 2017 VCE external assessments as the VCAA may make from time to time.
5. I undertake to comply with any directions from the principal of the school responsible for hosting 2017 VCE external assessments where I perform my duties regarding the receipt, safe custody and security of the assessment materials entrusted to me, and I will comply with any directions from the principal to maintain the absolute security of these materials.
6. I shall immediately report to the Senior Project Manager, Examination Planning and Logistics (VCAA), any circumstances which may suggest that such information or assessment material has or may have improperly become known to any person I know or should have known are not entitled to see it prior to an assessment, or if I become aware of any circumstances that might compromise or be seen to compromise the confidentiality expected of me and thereby rendering it inappropriate for my employment with the school to continue.
7. I acknowledge that should any of the above not be observed, I shall be liable, in addition to any other sanctions that may be applicable, to the loss, damage and expenses which may be incurred as a result thereof by the VCAA.

Supervisor Name: _____

School Name: _____

Signed: Date: ____/____/2017