

# NATIONAL PROGRAM OF ASSESSMENT

## Explanatory Notes and Application Form – Stage 1 – Eligibility

*Please read the Explanatory Notes carefully before completing this form*

Candidates for the NPrA are:

- individuals who have substantial skills and experience in the architectural services sector but do not have an Australian accredited qualification in architecture or overseas equivalent
- seeking a pathway to registration through assessment of their skills and experience
- currently resident in Australia

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### 1. INTRODUCTION

The NPrA is a competency based assessment which provides a pathway to the Architectural Practice Examination (APE) for those who have substantial skills and experience in the architectural services sector but do not have an Australian accredited qualification in architecture or overseas equivalent.

The successful completion of the NPrA does not provide a qualification; its sole purpose is to grant access to the APE, completion of which is required before applying for registration as an architect in Australia.

NPrA participants are assessed against relevant components of the National Standard of Competency for Architects (NSCA). These competencies are comparable to the technical abilities expected of a graduate from a five year full-time (or part-time equivalent) program of study.

The NPrA is an ‘assessment by project’ process which is design focused and assesses the participants’ abilities to respond to a design brief for a complex architectural project conceived by the AACA, communicate their ideas and design responses to that brief and present an architectural project they have conceived and developed on their own. In their response to the AACA design brief participants are also expected to elucidate on fundamental project co-ordination and initial practice management matters.

**Complex Project:** Typically a project of medium scale or larger that requires the skill and knowledge to deliver the resolution and integration of complicated aspects including but not limited to: siting, planning,

structure, services, materials, composition and configuration. A complex project is demanding in its ordering and organisation of multiple occupancy and/or special purpose user requirements and requires the integration of cultural, social, environmental and technical issues.

Participants are expected to describe their architectural proposition to the schematic level and include aspects of developed design.

**The NPrA comprises two stages:**

Stage 1 – *Eligibility*

Stage 2 – *Response to the design brief*

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### 2. ELIGIBILITY

**(a) Academic Requirement** – Pass in Year 12 or accepted equivalent OR a minimum of Year 10 plus a minimum of two years full-time (or part-time equivalent) tertiary study.

**(b) English Language Proficiency** – If English is not the applicants’ first language, an overall score of 6.5 on the IELTS scale or equivalent is required. Alternatively, the AACA may accept a statement from a current employer in Australia that the applicant has sufficient written and spoken skills in English to operate to the standard required of an architect in Australia.

**(c) Relevant Work Experience** – A minimum of seven years full-time work experience (or equivalent) in the last ten years in architectural, planning, building or other related fields; three of the seven years must be under the direction of an architect in an architect’s office, at least two years of the three years must be in an architect’s office in Australia.

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### 3. STAGE 1 SUBMISSION REQUIREMENTS

Stage 1 applications must be submitted on the attached application form in electronic format with a maximum file size of 20mb.

**(a) Academic Requirement**

**(b) English Language Proficiency**

**(c) Relevant Work Experience** – to be lodged via the [AACA NPrA Work Experience Spreadsheet](#).

**(d) A Summary Curriculum Vitae (CV)** – maximum of two pages.

**(e) Statement of Claim** – linking relevant work experience as expressed in the CV to key areas of architectural knowledge as described in the Knowledge Domains in the NSCA (maximum 1,500 words).

The most effective way of demonstrating this is to refer to four to six projects or aspects of your experience where your involvement required demonstration of the critical Knowledge Domains. For examples see *Section 5. Example Projects*. The sum total of your experience should address all Knowledge Domains.

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### 4. KNOWLEDGE DOMAINS IN THE NSCA

• **Regulatory Domain**

Knowledge of the regulations, standards and codes, relevant to all aspects of architectural practice, project design and delivery.

• **Social and Ethical Domain**

Knowledge of the social, ethical and cultural values relevant to architectural practice and the impacts on project users and broader communities.

• **Sustainable Environment Domain**

Understanding of the responsibility of architects to minimise the impact on natural resources and design for longevity.

• **Disciplinary Domain**

Knowledge of histories and theories relevant to architecture, practice, building and technologies.

• **Communication Domain**

Knowledge of appropriate verbal, written and visual means to communicate relevant aspects of architecture.

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### 5. EXAMPLE PROJECTS

**(a) Example Project 1**

*I was involved in xxxx project, an alterations and additions project to an existing federation home in xxxx. I was involved in the project from the beginning of the developed design stage, assisting in the early design and client meetings, and assisting in developing the construction documentation and administration of the contract.*

*The construction was complex due to xxxx. The construction details and method involved significant co-ordination between the architect, builder and structural engineers.*

*Finally, I was involved in many key design and selection decisions throughout the project, and was solely responsible for developing two dimension perspective images throughout the project to assist the clients to visualise the design.*

**Critical Knowledge Domains:** *Disciplinary, Regulatory and Communication.*

**(b) Example Project 2**

*The client's brief was to construct a glass pavilion to the rear of the property on a site that falls steeply from front to back and is heavily planted with natural bush and native trees to house a master bedroom suite and living area along with some alterations to the existing dwelling. I was involved in the concept design stage as a participant working closely with my Practice Director and continued working on the project through to its successful development application approval. Due to the existing heritage listing we had to work closely with several specialist consultants such as heritage consultants, acoustic engineers and arboriculture consultants. I was involved in the project at detail design stage, tender and contract documentations and in the contract administration.*

**Critical Knowledge Domains:** *Disciplinary, Sustainable Environment and Regulatory.*

### **(c) Example Project 3**

*The brief of this project was for a new 36-storey multi-residential development with multi-storey carpark and roof terraces. The site was located very near to the central business district and the project involved demolition prior to construction. The design involved the development of an integrated theme reflected through every aspect of the design; from the overall look of the development through to the design of the individual units. I worked on the project in the initial feasibility stage with the project team.*

**Critical Knowledge Domains:** *Social and Ethical and Regulatory.*

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## **IF SUCCESSFUL IN STAGE 1, APPLICANTS ARE INVITED TO PARTICIPATE IN STAGE 2**

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### **6. NPrA STAGE 2 – OVERVIEW**

Applicants who accept to participate in Stage 2 – response to the design brief, will be provided with the Project Brief.

#### **(a) Project Brief**

The brief will take the form of a complex architectural project.

A complex architectural project is demanding in its ordering and organisation of multiple occupancy and/or special purpose user requirements, in terms of people and vehicular circulation; complicated in its spatial articulation; difficult in the planning and co-ordination of construction systems, building materials, building services and fittings; challenging in site configuration and existing features, and requires the integration of cultural, social, environmental and technical issues.

A complex architectural project may require different construction typologies and demands the understanding of the consequences of the design decisions and informed judgement in the process of design.

The realisation of a complex architectural project requires an understanding of the significance of specialist input for the resolution of structural and technical design components and special purpose provisions if and where they occur; procurement options and an understanding of resources required for effective resourcing of project specialist input, and the collaboration of an experienced professional team

for the preparation of project documentation and contract administration.

#### **(b) Guidance for Participants**

All participants will have the opportunity to submit questions to the NPrA Assessment Team in weeks 1 to 4 of the program. Questions will be aggregated and all aggregated questions and answers will be made available to all participants. Questions that relate to exercising judgement will not be considered.

The most common reasons for unsatisfactory responses in the Stage 2 submission are:

- *Unclear or misinterpreted understanding of the intent of relevant Performance Criteria.* Participants need to be familiar with the NSCA. Participants are encouraged to contact the AACA with any questions on the competencies.
- *Wordy responses.* Excess information may create an impression of uncertainty or confusion in the design response.
- *Irrelevant information.* Participants should test any information being considered, including those against the NSCA Performance Criteria.
- *Nil response.* All Performance Criteria must be addressed.
- *Poor understanding of disciplinary knowledge or skills or the exercise of judgement in relation to design content criteria.* Think about responses in terms of the concept that drove the design response to the project.

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### **7. STAGE 2 SUBMISSION REQUIREMENTS**

Within twelve weeks of commencement of Stage 2 participants must submit in electronic format to the AACA a maximum of four A3 pages (may include images, preliminary sketches, drawings, photographs of models etc. – include scale for reduced drawings) to demonstrate the initial conceptual design response to the design brief. The initial concept design response is required to be submitted early in the process as a method of tracking authorship of the design.

Feedback will not be provided after submission of the initial concept design response. The response forms part of the final submission and will be considered in the assessment of the final schematic design response.

**The final submission includes:**

**(a) Table of Contents** – indicating where in the report, and in other parts of the submission, the Performance Criteria is being addressed in relation to the project. This is not only essential in the assessment process but also allows participants to plan and structure their responses.

**(b) Overview of final schematic design response** – maximum 1,000 words. The final submission will be assessed in the light of architectural design capacity and the architectural design process demonstrated in the submission as a whole. Where there is substantial departure from the initial design concept, the participant should describe the rationale for these changes in their final submission.

**(c) Details of the final design in response to the design brief** – in the form of six final drawings reduced to A3, including scale. Participants may demonstrate their final schematic design response in two dimensions, i.e. plans, elevations, sections, three dimension modelling. This submission is to include initial sketches and diagrams selected from the initial concept design response submission. Only those sketches and diagrams that remain relevant should be included in the final submission.

**(d) Sample letters** – hypothetical relevant communications to clients, local government authorities, builders and consultants to be included and listed in an appendix, and referred to in the body of the report where the applicable Performance Criteria is being addressed.

**(e) Statutory declaration** – complete and submit. Format will be provided.

**Presentation:**

One A4, portrait orientation, type-written document, in minimum 10 pt font, six final drawings reduced to A3 size (including scale) and bound into the A4 type-written document, with all pages consecutively numbered and containing the participant's unique NPrA number 2016/\_ \_.

The final submission (five sets) must be received in the AACAA's office, in hard copy, by 5:00pm (AEDT), Friday, 17 March 2017. No other media is required.

The AACAA will be operational in Sydney commencing July 2016. The AACAA's office address will be advised at a later date.

Submitted materials are retained by the AACAA during the assessment process. It is recommended that participants keep a copy of submitted material for their records.

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**8. ASSESSMENT OF SUBMISSIONS**

A panel of Assessors will be appointed by the NPrA Assessment Team to examine the participants' submissions. The Assessors will report all findings to the CEO of the AACAA.

The Assessors recommend whether or not there is sufficient evidence of achievement of the required standards of competence in the participants' responses made to the applicable NSCA Performance Criteria. The Assessors are required only to comment on those Performance Criteria assessed as 'Not-Satisfactory'.

**Outcomes of the Assessment:**

The AACAA will e-mail participants directly with the result of the assessment normally within two weeks of the finalisation of the assessments, informing whether or not the submission has been assessed as successful.

**(a) Successful**

If a submission is assessed as successful and the participant wishes to become registered as an architect in any state or territory of Australia, the provided Assessment Notice must be submitted to the relevant registration authority in order to gain access to the AACAA APE, successful completion of which is required before applying for registration.

**(b) Not-successful**

If a submission is assessed as not successful, the areas in which a participant is deficient will be identified so that further experience in the identified areas of deficiencies may be completed.

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**9. TIMEFRAME FOR NPrA 2016**

**28 April 2016** – Stage 1 applications open.

**17 June 2016** – Stage 1 applications close.

**29 July 2016** – Stage 2 offers e-mailed to applicants.

**5 August 2016** – Closing date for applicant to accept offer.

**8 August 2016** – Project brief distributed to participants.

**8 August – 5 September 2016** – Participants submit questions.

**4 October – 7 October 2016** – Questions and answers, statutory declaration template and address for final submission lodgement e-mailed to participants.

**17 October 2016** – Closing date for withdrawal of participation.

**31 October 2016** – Initial conceptual design response due.

**17 March 2017** – Final submission due by 5:00pm (AEDT).

**28 April 2017** – Result e-mailed to participants.

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## 10. TRANSLATION OF DOCUMENTS

All documents sent to the AACA must be translated into English.

If the documents are translated in a country other than Australia, the translator must be approved by the authorities in the country where the translation is made. Ask the Australian Embassy, Australian High Commission or Australian Consulate for advice about approved translators if unsure.

Translators in Australia are listed in the Yellow Pages telephone book and are accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

Keep the original English translation of any documents for future use. Send only certified copies of the English translation. Extract translations are not acceptable.

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## 11. CERTIFICATION

All copies of documents sent to the AACA must be certified by an authorised person.

A certified copy is a copy of an original document that is certified as a true copy by an authorised person. The AACA accepts documents certified only by a **Justice of the Peace, Legal Practitioner or an Admission Officer at all Australian universities**.

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## 12. EXTENSION OF TIME

Applications for extension of time for lodgment of Final Submissions or an appeal will only be considered for reasons of ill health or other exceptional circumstances. Generally no extensions of time will be granted for Stage 1 - Eligibility submissions. Workplace commitments or travel (whether for professional or personal reasons) will not be accepted as valid reasons for extension. Applications for extension made on medical grounds must be supported by medical certification.

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## 13. PREVIOUS NPrA APPLICATIONS

NPrA applicants who have been unsuccessful in two successive programs will be required to gain a minimum of three further years of work experience before re-applying. This requirement applies equally to applicants who have either been unsuccessful with their submission OR who have failed to submit without exemption being granted. Applicants who have officially withdrawn (within the prescribed withdrawal period), or who have been granted official deferral will be exempt.

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## 14. APPEALS

Unsuccessful participants may appeal to the AACA against the outcome of the NPrA. The appeal must be lodged in writing to the CEO of the AACA and received in the AACA office within 28 calendar days from the date on the e-mail notifying the result. An appeal fee will apply.

Causes external to the assessment of the Program will not normally constitute acceptable grounds for appeal. For example, insufficient time due to personal or other reasons is not considered a valid reason for appealing the outcome of the assessment.

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## 15. APPLICATIONS AND FEES

Application fees for NPrA 2016 are:

**Stage 1 – Eligibility** \$1,100

**Stage 2 – Response to the design brief** \$3,600

All fees are GST free.

Applicants must complete the NPrA Stage 1 Eligibility Application Form and e-mail it, with the fee transaction receipt to [npra@aca.org.au](mailto:npra@aca.org.au).

Once an application has been submitted fees are not normally refundable.

The AACA's preferred method of payment is funds transfer from an Australian bank account.

The AACA's bank account details are:

Account Name: AACA

BSB Number: 032-727

Account Number: 13-2465

Enter your family name and date of birth in the description field when completing a bank transfer. You must print out a copy of the transaction receipt and send to the AACA with your application. Failure to include a copy of the receipt may delay the processing of your application.

Please contact the AACA if you would alternatively like to pay for the NPRa by bank cheque or money order. The AACA does not accept cash, personal cheques, travellers cheques, payment by credit card or electronic funds transfer from outside of Australia. (All NPRa fees are subject to annual review)

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**16. CONTACTING AACA**

Contact details for the AACA are:

Telephone: +61 2 6230 0506

E-mail: [npra@aaca.org.au](mailto:npra@aaca.org.au)

Website: [www.aaca.org.au](http://www.aaca.org.au)

Please note:

The AACA will be operational in Sydney commencing July 2016. The AACA's office address will be advised at a later date.

(April 2016)

# NATIONAL PROGRAM OF ASSESSMENT

## Application Form – Stage 1 – Eligibility

Please read the accompanying Explanatory Notes before completing this form.

- Provide all required information and documentation.
- Complete and submit the declaration at Section 5 with the application.

### Section 1: Your Personal Details

|   |  |                                 |                              |                               |                             |                                      |     |       |      |   |   |  |
|---|--|---------------------------------|------------------------------|-------------------------------|-----------------------------|--------------------------------------|-----|-------|------|---|---|--|
| 1. Preferred title                              | Dr <input type="checkbox"/>  | Mr <input type="checkbox"/>     | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other <input type="checkbox"/> ..... |     |       |      |   |   |  |
| 2. Family name                                  | <input type="text"/>   |                                 |                              |                               |                             |                                      |     |       |      |   |   |  |
| 3. Given names                                  | <input type="text"/>   |                                 |                              |                               |                             |                                      |     |       |      |   |   |  |
| 4. Any other names (e.g. before marriage, etc.) | <input type="text"/>   |                                 |                              |                               |                             |                                      |     |       |      |   |   |  |
| 5. Gender                                       | Male <input type="checkbox"/>  | Female <input type="checkbox"/> |                              |                               |                             |                                      |     |       |      |   |   |  |
| 6. Date of birth                                | <table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr><tr><td>/</td><td>/</td><td></td></tr></table> |                                 |                              |                               |                             |                                      | Day | Month | Year | / | / |  |
| Day   | Month  | Year                            |                              |                               |                             |                                      |     |       |      |   |   |  |
| /   | /  |                                 |                              |                               |                             |                                      |     |       |      |   |   |  |
| 7. Country of birth                             | <input type="text"/>   |                                 |                              |                               |                             |                                      |     |       |      |   |   |  |
| 8. Your first language                          | <input type="text"/>   |                                 |                              |                               |                             |                                      |     |       |      |   |   |  |
| 9. Address                                      | <input type="text"/>   |                                 |                              |                               |                             |                                      |     |       |      |   |   |  |
|   | <input type="text"/>   |                                 |                              |                               |                             |                                      |     |       |      |   |   |  |
|   | <input type="text"/>   |                                 |                              |                               |                             |                                      |     |       |      |   |   |  |
|   | Country  |                                 |                              |                               |                             | Postcode                             |     |       |      |   |   |  |
|   | <input type="text"/>   |                                 |                              |                               |                             | <input type="text"/>                 |     |       |      |   |   |  |
| 10. Contact numbers                             | Mobile   | <input type="text"/>            |                              |                               | Other                       | <input type="text"/>                 |     |       |      |   |   |  |
| 11. E-mail address for correspondence           | <input type="text"/>   |                                 |                              |                               |                             |                                      |     |       |      |   |   |  |

Please contact the AACA if any of your contact details change

## Section 2: Secondary Education

12. Provide details of the highest level of secondary studies undertaken. Ensure certified documentation is attached (e.g. senior school certificate, school report).

13. Name of studies  
(e.g. Senior, GCE, HSC, A Level)

14. Name of institution

15. Full address of institution

16. Duration of study

Date course commenced

|       |      |
|-------|------|
| Month | Year |
|-------|------|

Date course completed

|       |      |
|-------|------|
| Month | Year |
|-------|------|

## Section 3: Tertiary/Vocational Education in Architecture

17. Provide details of ALL tertiary level studies attempted or completed. Ensure certified documentation is attached (e.g. certificates, diplomas, degrees and academic transcripts).

18. Name of course/award

*In English*

*In original language (if applicable)*

19. Name of institution

20. Full address of institution

21. Normal entry requirement for the course

22. Date course commenced

|       |      |
|-------|------|
| Month | Year |
|-------|------|

Date course completed

|       |      |
|-------|------|
| Month | Year |
|-------|------|

23. Normal length of full-time course – years / semesters

24. Length of time to complete the course – years / semesters

25. Full-time or part-time study load?

Number of hours per week

26. Was this a course completed?

Yes

No

## Section 4: Work Experience Summary

27. Complete the AACA Work Experience Spreadsheet. Can be downloaded from the AACA website in the Forms & Fees section under NPRA Stage 1 - Eligibility Work Experience Spreadsheet.

## Section 5: Statutory Declaration

28. Complete the declaration on Page 5. Include a scanned PDF in your submission.

## Section 6: Applicant's Checklist

29. Use the following checklist to ensure that all requirements have been met:

- Application Form NPrA completed in English
- Full personal details and correct contact details provided – Section 1
- Academic Requirement** – Certified copy of the proof of:  
Highest level of studies undertaken e.g. Year 12 Certificate OR Year 10 Certificate plus two years full-time tertiary study or equivalent
- English Language Proficiency**  
Employer Letter OR certified copy of IELTS 6.5 score or higher
- Summary of Work Experience** – Section 4 [www.aaca.org.au/formsandfees](http://www.aaca.org.au/formsandfees) > NPrA Summary of Work Experience Spreadsheet (.xlsx)
- Curriculum Vitae** – maximum two pages
- Statement of Claim** – maximum 1,500 words
- Certified copy of evidence of change of name (*if applicable*) – Section 1
- Certified copies of the English translations of any of the above documents that are not in English
- Statutory Declaration** signed, witnessed and dated (page 5)
- Payment of fee made correctly and transaction receipt attached

## Section 7: How to Lodge an Electronic Application

30. Send your completed application form, supporting documentation and application fee to: [npra@aaca.org.au](mailto:npra@aaca.org.au)

**Format:** All documents must be submitted in **.pdf**

Except Work Experience Spreadsheet which is to be submitted in **.xlsx**

**Size:** Maximum file size 20mb

**Label:** All documents should be labelled as follows – lastname\_firstname\_description

e.g. Smith\_John\_Application Form  
Smith\_John\_Transaction Receipt  
Smith\_John\_Academic Requirement  
Smith\_John\_Statutory Declaration  
Smith\_John\_CV  
Smith\_John\_Statement of Claim  
Smith\_John\_English Language Proficiency  
Smith\_John\_Work Experience

## Section 8: AACA Contact Details

For further information or advice on completing this form contact:

Architects Accreditation Council of Australia  
Telephone: +61 2 6230 0506  
E-mail: [npra@aaca.org.au](mailto:npra@aaca.org.au) | Web: [www.aaca.org.au](http://www.aaca.org.au)

Note: The AACA will be operational in Sydney commencing July 2016. The AACA's office address will be advised at a later date.

(April 2016)

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Commonwealth of Australia  
STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

1 *Insert the name, address and occupation of person making the declaration*

I,<sup>1</sup>

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

I solemnly declare that:

- a. I have read and understood the information supplied in the current AACA National Program of Assessment NPrA Stage 1 Eligibility Explanatory Notes;
- b. All information and documentation provided is my own work, complete, correct and up-to-date;
- c. I acknowledge that the failure to provide all information required as indicated in the current NPrA Stage 1 Eligibility Explanatory Notes will mean that the AACA is unable to complete its assessment and will not be able to express an opinion as to the status of my eligibility;
- d. I authorise the AACA to make any enquiries necessary to assist in the assessment of my qualification/s and to use any information supplied in my application for that purpose;
- e. I undertake to inform the AACA of any changes to my circumstances (e.g. address) while my application is being considered;
- f. I consent to the release of any information provided to a state or territory architects registration authority; and
- g. I acknowledge that the provision of false or misleading information may result in:
  - i) information being provided to a state or territory architects registration authority; and/or
  - ii) a decision by the AACA to review any opinion provided relating to my application.

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*

3

4 *Place*

Declared at <sup>4</sup>

on <sup>5</sup>

of <sup>6</sup>

5 *Day*

6 *Month and year*

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

*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:

|                      |                      |                    |
|----------------------|----------------------|--------------------|
| Chiropractor         | Dentist              | Legal practitioner |
| Medical practitioner | Nurse                | 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:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- 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 the Australian Trade 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 his or her function in that place
- Employee of the Commonwealth who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
  - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- 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 of a court
- 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 Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
  - (a) an officer; or
  - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
  - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - (a) the Parliament of the Commonwealth; or
  - (b) the Parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- 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) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority; or
  - (c) a local government authority;with 5 or more years of continuous service who is not specified in another item in 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 Service employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution