Submitting supporting documentation for statutory certificates

This video will show you how to attach supporting documentation within a statutory certificate learning path.

Within the statutory certificate learning path that you have enrolled into, click on section one, Submission of supporting documents. Within the process tab click on the arrow in the Supporting document submission section.

It is important that you read the instructions provided.

The documents to be uploaded are listed as tasks and act as a checklist to ensure you complete each requirement.

Open each task by clicking on the three dot icon on the right hand side of the task.

Please read the information provided in each task as it will assist you in uploading the most relevant documentation that will be reviewed.

To upload a document, click on Add attachment under the applicant heading. You can drag and drop a document in the section or click upload and choose a file from your electronic device.

Only one document can be attached at a time. The file type can only be a Word document, PDF or JPEG file.

Other file types will not be accepted and rejected back to you for resubmission.

Once the document has been uploaded, click Mark as completed.

Alternatively, you can click on the tick button at the top right of the section.

Repeat this process for all tasks, ensuring to upload each document one at a time.

If you do not have all the required documentation, you can upload the ones you currently have and upload the others at a future date.

Once all the documentation has been uploaded, open the Declaration task by clicking on the three dot icon. You must review and confirm your acceptance of the Declaration.

To accept the Declaration, click the Submit button under the applicant heading.

You then need to enter your full name and finally click the Submit button.

Please note, if the Declaration is not signed or you have not provided all required

documentation your application will not be considered by the relevant Competence Advisory Committee.

Once you have clicked Submit on the Declaration, you will receive an email notification to advise that the documents have been received.

If submitted correctly, the documents will be reviewed by the relevant Competency Committee at the next available meeting once you have passed all required examinations.

Once you have submitted your documents and completed the Declaration, an initial check will be performed by the Statutory Positions Administration team to ensure that you have attached the correct file types to your application.

If there is an issue with the documentation, you will receive an email notification requesting you to address the feedback provided.

In order to upload new documentation you will need to enter the documentation section within the learning path and repeat the process of adding the required attachments and marking the tasks as complete.

Please ensure that you enter the Declaration task, click Edit and re-sign your Declaration and then press Submit. This will generate a new notification.

Once your application has been reviewed by the relevant Competence Advisory Committee.

You will receive a notification to advise if your application has been endorsed or if further documentation is required.

If you are required to attach further documentation, you will need to click into the final section of the learning path titled "Supporting Documentation required from Competence Advisory Committee."

Within the process tab, click on the arrow in the Additional documentation required section.

It is important that you read the information provided.

You can now click into the Additional documentation required task using the three dots on the right hand side, use the "Add attachment" button to upload your new documentation and mark the task is complete once done.

The file type can only be a Word document, PDF or JPEG file.

Once all the documentation has been uploaded, open the Declaration task by clicking on the three dot icon.

You must review and confirm your acceptance of the Declaration.

To accept the Declaration, click the Submit button under the applicant heading.

You will then need to enter your full name and finally click the Submit button.

You can now mark the task as complete.

Please note, if the Declaration is not signed, the relevant Competence Advisory Committee will not review your new documents.

Once you have clicked Submit on the Declaration, you'll receive an email notification to advise that the documents have been received.

The documents will be reviewed by the relevant Competence Advisory Committee at the next available meeting.

If you require further assistance, please get in touch with our contact centre by calling 1300 307 877 during business hours.

Thank you for watching this video.