2022 VCAA Relationships Statutory Declaration – Casual examination employees (VCE)

VCAA Staff are required to identify and declare private interests which may result in perceived, potential and actual conflicts of interest in the performance of their duties.

Please use this form to inform the VCAA about any **relationships you have with students undertaking studies or tests assessed by the VCAA in the coming year, or schools/institutions delivering related services in the coming year**. The VCAA needs to know about these relationships because of the possibility of deliberate, inadvertent or indirect disclosure of information about VCAA assessment, and in order to assess any other conflict that may arise in the course of you performing your duties.

This declaration is required to be completed annually, by any VCAA Staff in any capacity, and should be updated promptly in the event of any change in circumstances.

**PLEASE TYPE OR PRINT IN BLOCK LETTERS**

This statutory declaration has been made and witnessed remotely by audio-visual link in accordance with the *COVID-19 Omnibus (Emergency Measures) (Electronic Signing and Witnessing) Regulations* 2020.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(address) in the State of Victoria, make the following statutory declaration under the *Oaths and Affirmations Act* 2018 (Vic):

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| --- | --- | --- |
|  | tick applicable boxes | |
| 1. **Relationships with students:**   To the best of my knowledge **I have no current relationships** with 2022 Victorian Certificate of Education (**VCE**) students undertaking any Unit 3 or 4 VCE Study. | □ |  |
| **OR** |  |  |
| To the best of my knowledge **I have a current relationship/s[[1]](#footnote-1)** with the students/candidates identified in the **attachment** to this declaration that forms part of this declaration. | □ | Complete attachment |
| **AND** |  |  |
| 1. **Relationships with schools:**   To the best of my knowledge **I have no current relationships[[2]](#footnote-2)** with any schools or educational organisations offering teaching or educational services to VCE students/candidates in 2022. | □ |  |
| **OR** |  |  |
| To the best of my knowledge **I have a current relationship2** with the schools and/or educational organisations identified in the attachment to this declaration that forms part of this declaration. | □ | Complete attachment |

AND

I understand that if any relationship1, 2 arises that I have not set out in this declaration, I am required to and agree that I will immediately give written notice to the Director, Assessment Centre, VCAA, and complete a new statutory declaration and provide it to the VCAA without delay.

**BEFORE SIGNING, PLEASE ENSURE YOU HAVE COMPLETED  
AND ATTACHED ALL APPLICABLE ATTACHMENTS**

I declare that this declaration and the attachment/s are true and correct, and I make this declaration (including the attachment/s) knowing that making a statutory declaration that I know to be untrue is an offence.

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| --- | --- |
| Declared at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  in the State of Victoria on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day  of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_ | …………………………………….……..…………………………..  Signature of **person making this declaration**  (to be signed in front of an **authorised witness**) |
| Before me (I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration): |  |
| ………………………………………………..…………….…….  Signature of **authorised witness** |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of authorised witness  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address of authorised witness | ……………………………….………….……………………………  A person authorised under section 30(2) of the *Oaths and Affirmations Act* 2018 to witness the signing of a statutory declaration |
|  |  |

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| --- |
| **Privacy Collection Notice**   1. The VCAA collects the information on this declaration as part of its statutory functions, including the conduct of assessments and examinations pursuant to the *Education and Training Reform Act 2006* (Vic), and as part of its responsibilities pursuant to the *Public Administration Act 2004* (Vic). Members of the VCAA, employees, officers and contractors of the VCAA (including holders of honorary positions) are required to declare and avoid perceived, potential and actual conflicts of interest in the performance of their duties. 2. The VCAA is bound by and acts in accordance with the *Privacy and Data Protection Act 2014*. The VCAA Privacy Policy can be found at <http://www.vcaa.vic.edu.au/aboutus/policies/privacypolicy.aspx>. 3. When you provide us with information about other individuals, we rely on you to make them aware that such information has been or will be provided to us. 4. The information this declaration contains is used by the VCAA for purposes including:  * assessing whether anyone engaged in the VCAA’s work has a perceived, potential or actual conflict of interest in their dealings for or on behalf of the VCAA or otherwise in performance of their duties, * determining matters including (but not limited to) employee access to information, documents and records about examination and assessment material and parts of VCAA premises, allocation of roles and responsibilities; and * communicating with you about your employment or engagement with the VCAA.  1. This information will be provided to VCAA Executive Management (Chief Executive Officer, Executive Directors, Directors) and employees of the Assessment and Reporting Division and Curriculum Division, including Examinations Unit, Assessment Programs Unit, Student Records and Results Unit and Assessment Operations Unit, and may be provided to your Unit Manager or other employees involved in making decisions related to the VCAA’s operations. 2. Failure to provide the Statutory Declaration and requested information may affect your eligibility for employment or engagement with the VCAA. 3. If you have any questions about this declaration, please speak to your Unit Manager or Project Manager. 4. You may request access to, correct or update your personal information held by the VCAA, by contacting the FOI Officer, at vcaa.foi@edumail.vic.gov.au. |

Please send completed Statutory Declaration to Christal Belayiannis.

**Attachment to 2022 VCAA Relationships Statutory Declaration** by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name)

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

1. **I have a current relationship/s1 with the following 2022 VCE students/candidates**: (*use additional sheets if more space is needed*).

|  |  |  |  |
| --- | --- | --- | --- |
| Student name | School | Relationship | VCE 2022 Studies (if applicable) |
| *Example: Jane Brown* | *Smithtown Secondary College* | *Spouse tutors her* | *VCE English* |
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**Attachment to 2022 VCAA Relationships Statutory Declaration** by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name)

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

1. **I have a current relationship/s2 with the following school/s and/or educational organisations**: (*use additional sheets if more space is needed*).

|  |  |
| --- | --- |
| Name of school/educational organisation | Relationship *(e.g. I am on school coucil, spouse teaches VCE Units 3+4 Physics)* |
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1. . **Examples of relationships with students include**: **children**, **relatives/relationships** by marriage or de facto or by other living arrangements, friends, neighbours, business or community associates, tutoring or teaching relationships. The VCAA needs to know if you have **direct or indirect contact with a student who is undertaking any VCE studies**, eg. a relative with whom you are in contact is a VCE student, your spouse tutors a VCE student. If you have neighbours you do not know, and so you do not have the opportunity to discuss the VCE with them, these are not considered to be relationships that require disclosure to the VCAA. [↑](#footnote-ref-1)
2. **Examples of relationships with schools** (**or educational organisations**) means a school or educational organisation at which you teach or tutor, at which you taught or attended immediately before your engagement with the VCAA, or you are a member of the School Council or other governance body, or with which a spouse or other person with whom you have a relationship\* as defined above, is involved in one of these ways in the coming year. [↑](#footnote-ref-2)