



# RPL Record of Evidence

Supporting application for

## **BSB41407 Certificate IV in Occupational Health and Safety**

### **Your Details:**

Given Names.....  
(please use legal name)

Family Name.....  
(please use legal name)

Postal address .....

Suburb .....

State .....

Post Code .....

Contact Phone:.....

Email address .....

### **What happens next>**

1. Complete the RPL application and payment authority for \$100-00 Fee for Service (non-refundable). This \$100-00 is a Fee for Service to **review** the suitability of your RPL application. (Should you then choose to proceed with the RPL Assessment, the \$100-00 will be considered as part payment of the RPL Fee)
2. Send to: Allens Training 36 Chantry St GOULBURN NSW 2580
3. Your application is reviewed for suitability and you will be contacted either by email or telephone to discuss eligibility for recognition. (This is not the RPL assessment, but a review of the suitability of your application)
4. RPL Fee payable for application to be assessed.
4. Full assessment of your RPL application is completed and you will be notified of the outcome.
5. If further training is required to obtain the qualification, we will assist you to complete this by way of distance education. Any gap training undertaken must be completed within 12mths.
6. Full discussion regarding costs will take place before you enter into a training contract.

## Certificate IV in Occupational Health and Safety

Student Information RPL APPLICATION**Before you start**

This is a nationally recognised qualification, which is designed for higher-level supervisors than line supervisors, OHS supervisors, union representatives or safety committee members, who are perhaps assistant safety officers/representatives, managers at both middle and senior management levels. On the job training is necessary to ensure an understanding of the outcomes required in each unit.

The units cover a range of OHS functions relative to workplace roles, responsibilities and work levels.

This qualification reflects the roles of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. This qualification would suit an OHS officer in a full-time dedicated role who works under supervision of an OHS coordinator or OHS manager.

They include aspects such as identifying hazards; assessing OHS risks; implementing strategies to control OHS risk; advising on application of safe design principles to control OHS risk, etc.

To achieve a qualification in this course 9 Units must be completed.

	Code	Module/Unit of Competency		completed
1	BSBOHS401B	Contribute to the implementation of a systemic approach to managing OHS	C	
2	BSBOHS402B	Contribute to the implementation of the OHS consultation process	C	
3	BSBOHS403B	Identify hazards and assess OHS risks	C	
4	BSBOHS404B	Contribute to the implementation of strategies to control OHS risk	C	
5	BSBOHS405B	Contribute to the implementation of emergencies procedures	C	
6	BSBOHS408B	Assist with compliance with OHS and other relevant laws	C	
7	BSBOHS407B	Monitor a safe workplace	E	
8	BSBRSK401A	Identify risk and apply risk management processes	E	
9	BSBCMM401A	Make a presentation	E	
		C = Core		
		E = Elective		

**PLEASE READ CAREFULLY**

**Other electives that can be considered for RPL applications to replace**

- BSBOHS406B Use equipment to conduct workplace monitoring
- BSBCRT501A Originate and develop concepts
- BSBCUS401A Coordinate implementation of customer service strategies
- BSBCUS402A Address customer needs
- BSBFIA402A Report on financial activity
- BSBADM409A Coordinate business resources
- BSBINN301A Promote innovation in a team environment
- BSBITS401A Maintain business technology
- BSBMKG413A Promote products and services
- BSBMKG414A Undertake marketing activities
- BSBPMG510A Manage projects
- BSBREL401A Establish networks
- BSBRES401A Analyse and present research information
- BSBWRT401A Write complex documents
- Or any 1 unit from any Certificate III or diploma qualification eg TAA40104 unit

## **What is recognition?**

Recognition of Prior Learning (RPL) is an assessment process that allows for recognition of competencies currently held, regardless of how, when or where the learning occurred. RPL assesses your prior learning to determine the extent to which you are currently competent against the competency requirements of a unit or a whole qualification / course

Recognition of Prior Learning is an acknowledgment of your current skills and knowledge that you have obtained through formal training, work experience and life experience. This should be able to be demonstrated by your work experience, or other qualifications that you have completed. RPL is not an examination; it is an opportunity for you to demonstrate your competency. You may not have the exact associated units, however you may have other qualifications, or validated work experiences that may be able to be mapped to the same criteria.

If you consider you are already competent in specific units of competency from your chosen course you may be eligible to be granted an exemption if:

- Your prior learning and experience is relevant to this course
- You are able to supply **proof** of subject-relevant formal training (conducted by industry or educational institutions), or relevant work experience.
- Submission of authenticated documents or samples of work demonstrating relevance and currency
- You may be able to supply work related evidence that can be used as evidence towards this qualification

A judgment must be made about whether the applicant wholly or partially meets the requirements. The evidence submitted will be checked ensure that it conforms to the principles of evidence:

- Validity (is the evidence relevant?)
- Sufficiency (is there enough evidence?)
- Authenticity (is the evidence a true reflection of the candidate?)
- Currency (is the evidence recent - obtained within 2 years?)

As the applicant, you are responsible for matching your experience and current qualifications to the relevant performance criteria in the RPL forms.

## **Evidence**

It is not enough to state that you have the skills and knowledge required to demonstrate competence. Current evidence must be provided to obtain RPL status.

For eg. You may work in the health industry and be required to follow OHS on a daily basis.

To demonstrate evidence of this, you might submit a sample of some of the policies & procedures in your workplace regarding safe work practices, OHS meetings attended, workshops attended, in-service training records. One of these on its own would not be sufficient to obtain RPL, but several of these may combine to form an overall competence.

If you are uncertain whether you have the required evidence, please contact us for assistance.

### **Currency**

For a qualification or experience to be deemed current, it must have been obtained within a reasonable timeframe.

For eg. You may have trained as a nurse 5 or more years ago. If you have continued employment in this field since obtaining the qualification, currency could be evidenced by records of continued training (inservice) and a current nurse registration. However, your original certificates are still required.

If you have not continued work in the field, the qualification would not be considered to be current.

### **Relevant work experience**

If you have been working in an industry/role that is the same, or similar, to the nationally recognised qualification, then you have probably developed skills and knowledge that can be assessed for credit towards the qualification. If you have completed on-the-job training, this can also be used as evidence.

### **Relevant qualifications**

You may be able to apply for recognition towards the qualification based on previous studies. Allens Training recognises and accepts Australian Qualifications Training Framework (AQTF) qualifications issued by other registered training organisations.

Your previous studies will be recognised and credited towards your current qualification by way of mutual recognition.

### **Benefits of recognition**

The benefits of recognition of prior learning mean:

- Less time studying units that you are already competent in
- No need to study the same thing twice
- Recognition may help you meet the entry requirements for higher level qualifications
- Up to 100% of recognition of your qualification may be granted.

### **What evidence can I use?**

There are several types of evidence you can use to show your skills, experience and attributes for assessment against the unit(s) of competency. This evidence required starts with an up to date resume, outlining your previous study undertaken, qualifications gained and your work experience. Any documentation submitted, must be sighted and signed by a JP. Evidence can be sent either electronically or by registered mail. Please do not send any material normal mail, as no responsibility can be taken for documents that are lost in transit and can not be traced.

### **Who is responsible for the process?**

The RPL process involves providing valid evidence that demonstrates conclusively that you have the necessary skills and knowledge. *You as the applicant are required to match your experience and current skills against specific criteria as outlined in the RPL Checklist.* An RPL assessor will determine whether your evidence meets the requirements of each Unit.

### **The RPL Process**

1. Complete the RPL form and complete payment details.
2. Collect your evidence for each unit of competence.
3. Complete the RPL checklist and submit to the assessor
4. Discuss with assessor the suitability of application.
5. Full RPL assessment of the application is completed.
4. Arrange a time to review the assessment and fulfil any requirements that cannot be provided in documentary form, such as observations, simulations or oral questioning that the assessor may deem necessary.
5. Review and submit further evidence if required.

### **What can be granted through RPL and who do I contact?**

RPL can be granted for a whole qualification or for individual units of competence. If you believe that you can provide reliable and valid evidence - see list below under the heading 'Evidence' - to support your claims the first step is to contact the Course Coordinator and discuss the process.

## RPL Fees

\$100-00 Fee for Service, to review suitability of RPL application  
(non-refundable)

The current RPL fees are set at \$750-00 per application.  
This can be reduced depending of the experience that can be demonstrated  
at the time of the RPL application.

### *Assessment Process*

1. Use the **RPL Checklist - Evidence Requirements** in each unit as a guide to the scope of evidence that may be gathered to satisfy the requirements for each Unit.
2. The forms of evidence that are usually supplied are defined under "What evidence you may provide"
3. Number each document and list them in the Document Table that will be attached as supporting documents. Record the same number in the Document Box for each unit. You may use one piece of evidence in several Units.
4. When you have gathered all the evidence submit it to the assessor.

### *The assessor will:*

- review the suitability of your application
- contact you to discuss with you the application
- complete full assessment upon receipt of RPL fee
- May get back to you and ask you questions and then
- Make a decision as to whether your evidence is sufficient and appropriate.

### *If the evidence that you have provided is not sufficient, the assessor may:*

1. Ask you to provide further evidence or
2. Seek a meeting to:
  - Observe you in action - to provide a practical demonstration of your skills, observe you at your workplace or another suitable venue
  - Ask you to participate in a simulation or
  - Conduct oral questioning.
3. Require a formal assessment to demonstrate your knowledge or skill.
4. Require you to complete gap training to meet the requirements of the unit

## **Appeals Process**

If you are not satisfied with the final assessment decision, the right of appeal is available to all RPL candidates. If you disagree with the assessment decision please make this known to the assessor and the appeals process will be explained to you.

Information on the appeals process can be obtained from Allens Training .

The appeal must be submitted to the assessor within 21 working days of the formal notification of results

## **What types of evidence you may provide**

Evidence is the proof that you have acquired relevant knowledge and skills required for each unit of competence. The following list indicates some of the forms of evidence that may be used to prove competence (if you feel you have other evidence to prove competence, please discuss your options with your assessor):

- **Qualifications**

If you possess a relevant qualification, the original document or a certified copy must be sighted by the RPL assessor. For all qualifications, the original transcript must be attached. Website printouts are not accepted.

- **Statements / Results**

Statements of Attainments, Academic records

- **Workshop Records**

If you have attended relevant workshops, short courses, seminars or staff development activities provide originals or certified copies of any documents of achievement or attendance.

- **Job Sheets or Logs**

These documents could provide evidence that you have performed certain skills at specific times or over a period of time. They could provide evidence that you worked in a team or had a variety of roles or responsibilities.

- **Diaries / Journals**

May provide evidence similar to job sheets or logs but are more of a personal or private nature - possibly related to pastime activities or after hours experiences. A journal may contain evidence of time management, operational planning, budgeting, reflections, etc.

- **Work samples**

Examples of work are a valid source of evidence. This can take the form of reports or proposals, session plans, multi media presentations, internal correspondence, physical objects or any other examples of work that support your claims. Video evidence is a useful means of demonstrating competence.

- **CV or Resume / Work History**

If using a CV for evidence of positions held or experience, please ensure that the authenticity of the information can be validated. Job descriptions may provide evidence if supplied on original company letterhead or signed by the previous employer. A work history can summarise skills you have learnt or practice over period of time.

- **References**

You can use these to verify anything you can't really document. References should be on company letter head, signed and dated and be verifiable.

- **Written Work**

Any documents you created that demonstrate knowledge or skills you have, such as reports, designs, drawings, promotional material, correspondence, policies, procedures you wrote.

- **Project Work**

Summaries of projects you planned, completed, or simply participated in. This may be in form of a written document, presentation, web based, CD-ROM or a portfolio.

- **Photos / Video**

Use to prove that you actually have carried out certain tasks or if you can't provide original pieces of work. A video sequence can demonstrate how you created something or how you applied manual or communication skills to achieve an outcome.

- **Emails**

Copies of emails might demonstrate that you have specific communication skills or can verify that you carried out an activity for which you claim competence.

- **Any other example of evidence that supports your claims**

Any evidence not listed above that supports your claim to demonstrate competence.

## Checklist

Documents that need to be submitted with this application:

Completed RPL Application form - including Payment Authority

Current Resume/CV

Proof of Identity   
e.g copy of Drivers licence or some other form of photo ID

Table of Documents & Evidence completed

Certified copies of all supporting documents

# **IMPORTANT**

If you do not believe that you can show currency and competency with your employment and/or qualifications, then do not commence the RPL process.

It is up to you to clearly demonstrate how you can be awarded this qualification.

You will need a commitment to send in the required information in a detailed fashion in order for RPL to be given.

## Table of Documents

Document 1	
Document 2	
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## Course Content

### BSBOHS401B - Contribute to the implementation of a systematic approach to managing OHS

Document  
Number:

This unit specifies the outcomes required to effectively contribute to the application of a systematic approach to managing OHS to ensure that the workplace is, as far as practicable, safe and without risks to the health of employees and others. It addresses the actions necessary to systematically manage OHS. It includes contributing to the implementation of developed strategies, systems and plans, as well as recognising the need for expert advice. This unit may apply in a work unit of a large organisation or in a small to medium enterprise.

Can you provide evidence that you:
1. Contribute to the implementation of information and data systems
2. Contribute to the implementation of OHS strategies, systems and plans
3. Support integration of OHS within the overall management approach
4. Identify OHS implications of proposed changes to the workplace and provide advice to control risks
5. Identify implications of all sources of change to managing OHS and provide advice regarding those changes
6. Evaluate effectiveness of the approach to managing OHS

#### RPL Checklist - Evidence requirements

##### Products that could be used as evidence include:

- written action plans
- specialist advice sought and obtained
- documents used to inform and report to others in the organisation
- emails, letters, reports and other records of processes undertaken to manage OHS in particular areas
- case studies, simulations, scenarios, role plays

##### Processes that could be used as evidence include:

- how OHS has been implemented in particular areas - specifically how required programs and processes were identified, supported/conducted, monitored, evaluated and recorded
- how OHS was integrated with other functions within the organisation
- how currency of own knowledge and skills has been maintained and used to provide advice to others
- how the review and evaluation was undertaken
- how consultation was undertaken within the organisation



## BSBOHS402B - Contribute to the implementation of the OHS consultation process

Document  
Number:

This unit specifies the outcomes required to effectively contribute to the promotion of consultative arrangements in the workplace by communicating, influencing and consulting as part of a systematic approach to managing OHS. The unit addresses the formal and informal processes of ensuring people in the organisation are informed about OHS and have opportunities to effectively participate in OHS processes

<b>Can you provide evidence that you:</b>
1. Contribute to procedures as individual or as part of a group to raise OHS issues or request information and data
2. Contribute to procedures for communicating OHS information and data
3. Communicate OHS information and data and advice effectively to influence management decision making and action
4. Contribute to maintaining arrangements

### RPL Checklist - Evidence requirements

#### Products that could be used as evidence include:

- documents used to inform and report to others
- information/consultation: emails, reports etc of process undertaken
- meetings, presentations, case studies, role plays, scenarios
- manuals, booklets, brochures, newsletters

#### Processes that could be used as evidence include:

- how provision of OHS information and data and consultation program has been implemented and, specifically, how opportunities were made available for individuals and groups to raise OHS issues
- how information and data was provided in a useable medium for team members
- how barriers to communication and consultation were overcome
- how information, data and advice was provided and used to inform decision making within the organisation

#### Validity and Sufficiency of evidence requires:

- at least three (3) examples of communication activities undertaken by the candidate to suit a specific operational context.



## BSBOHS403B - Identify hazards and assess OHS risks

Document  
Number:

This unit specifies the outcomes required to identify hazards and assess OHS risks in the workplace. It addresses the knowledge, processes and techniques necessary to identify hazards and assess risks using developed processes and tools. It also introduces basic incident analysis as an important skill underlying incident investigation. This unit introduces the concept of risk assessment but it should be noted that more advanced units divide risk assessment into risk analysis and risk evaluation.

Can you provide evidence that you:
1. Investigate incidents for prevention
2. Access existing sources of information and data to identify hazards
3. Conduct hazard identification
4. Assess risk
5. Participate in implementation process

### RPL Checklist - Evidence requirements

#### Products that could be used as evidence include:

- documents used to inform and report to others in the organisation
- completed checklists
- emails, letters, reports and other records of processes undertaken to identify hazards and assess risks
- reports of other parties such as supervisors, managers, OHS specialists

#### Processes that could be used as evidence include:

- how hazard identification and risk assessment procedures were implemented

#### Resource implications for assessment include:

- access to workplace documentation and actual workplaces
- reports from other parties consulted in identifying hazards and conducting risk assessments
- access to relevant legislation, standards and guidelines

#### Validity and Sufficiency of evidence requires:

- at least three (3) examples of hazard identification and risk assessment activities, across a range of hazards, undertaken by the candidate to suit the specific operational context.



**BSBOHS404B - Contribute to the implementation of strategies to control OHS risk**

Document Number:

This unit specifies the outcomes required to contribute to the implementation of strategies to control OHS risks. It addresses the knowledge, processes and techniques necessary to contribute to the implementation of OHS risks controls. It is about consideration of the various interactions between people and their activities, equipment, environment and work systems when controlling OHS risks in workplaces.

Can you provide evidence of
1. Develop options for risk control
2. Select appropriate option(s) to control risks
3. Contribute to implementation of controls
4. Contribute to monitoring and evaluation of effectiveness of controls

**RPL Checklist - Evidence requirements**

**Products that could be used as evidence include:**

- documents used to inform and report to others in the organisation
- reports of other parties such as supervisors, managers, OHS specialists
- actual risk controls implemented or recommended
- emails, letters, reports and other records of processes undertaken to control risks

**Processes that could be used as evidence include:**

- consultation and planning processes undertaken as part of risk control
- how risks controls were implemented

**Validity and Sufficiency of evidence requires:**

- at least three (3) examples of risk control activities undertaken by the candidate to suit the specific operational context and level of authority.

**Please provide brief summary of work related evidence that supports your claim for recognition for this unit:**

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## BSBOHS405B - Contribute to the implementation of emergency procedures

Document  
Number:

This unit specifies the outcomes required to contribute to the implementation of planning and response procedures for emergencies. It addresses the knowledge, processes and techniques necessary to contribute to the implementation procedures for responding to emergencies. The unit assumes that expert advice will be available in identifying potential emergencies and in formulating the response plan. The unit focuses on implementation of procedures already developed for short-term emergency responses.

Can you provide evidence that you:
1. Identify potential emergencies
2. Identify options for initial response
3. Plan initial response procedures
4. Implement initial response procedures
5. Contribute to post event activities
6. Emergency response is monitored and deficiencies addressed

### RPL Checklist - Evidence requirements

#### Products that could be used as evidence include:

- risk registers, equipment checklists and documents developed to inform and report to others in the organisation
- reports and reviews made following actual emergencies or exercises occurring in the workplace
- emails, letters and other records of processes undertaken to liaise with emergency services and other agencies

#### Processes that could be used as evidence include:

- processes and nature of preparations made for emergencies
- training conducted
- reports from other parties consulted in preparing for, and during, emergencies
- observed response in simulated situations

#### Validity and Sufficiency of evidence requires:

- that competence be demonstrated across both preparedness and actual or simulated emergency response.





This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

<b>Can you provide evidence that you:</b>
1. Provide information to the workgroup about OHS policies and procedures
2. Implement and monitor participative arrangements for the management of OHS
3. Implement and monitor the organisation's procedures for providing OHS training
4. Implement and monitor procedures for identifying hazards and assessing risks
5. Implement and monitor the organisation's procedures for controlling risks
6. Implement and monitor the organisation's procedures for maintaining OHS records for the team

**RPL Checklist - Evidence requirements****Products that could be used as evidence include:**

- documents used to inform and report to others in the organisation
- reports of other parties such as supervisors, managers, OHS specialists
- actual risk controls implemented or recommended
- emails, letters, reports and other records of processes undertaken to control risks

**Processes that could be used as evidence include:**

- applying organisational management systems and procedures to OHS within workgroup area
- applying procedures for assessing and controlling risks to health and safety associated with those hazards, in accordance with the hierarchy of controls
- providing specific, clear and accurate information and advice on workplace hazards to workgroup
- knowledge of legal responsibilities of employers, supervisors and employees in the workplace.

**Validity and Sufficiency of evidence requires:**

- access to an actual workplace or simulated environment
- access to office equipment and resources
- examples of documentation relating to hazards in the work lace
- examples of documents relating to workplace safety, hazard identification and risk assessment.



**BSBRSK401A - Identify risk and apply risk management processes**

Document Number:

This unit describes the performance outcomes, skills and knowledge required to identify risks and to apply established risk management processes to a subset of an organisation or project's operations that are within the person's own work responsibilities and area of operation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Can you provide evidence that you:
1. Identify risks
2. Analyse and evaluate risks
3. Treat risks
4. Monitor and review effectiveness of risk treatment/s

**RPL Checklist - Evidence requirements**

**Products that could be used as evidence include:**

- documentation of prioritised risks
- treatment options implemented
- data and statistics related to risks including incidents and accidents, discontinuity in operations and costs associated with discontinuity
- identified improvements to risk management and treatment

**Processes that could be used as evidence include:**

- how risks have been identified, analysed and evaluated
- how treatments for risk were determined and implemented
- how risk in own area of operations has been monitored and reviewed

Please provide brief summary of work related evidence that supports your claim for recognition for this unit:

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## **BSBCMM401A - Make a presentation**

Document  
Number:

Students are required to provide evidence of the following competencies to demonstrate competency in this unit.

Evidence of the following is essential:

Preparation, delivery and evaluation of the effectiveness of at least two presentations related to the candidates occupation or area of interest

Knowledge of the principles of effective communication

### **Required Knowledge**

- Data collection methods that will support review of presentations
- Industry, product/service
- Key provisions of relevant legislation from all forms of government that may affect aspects of business operations such as:

Anti-discrimination legislation

Ethical principles

Codes of practice

Privacy laws

Environmental issues

Occupational health and safety

• Principles of effective communication

• Range of presentation aids and materials available to support presentations

### **Required Skills**

Culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities

Facilitation and presentation skills to communicate central ideas of a message in an informative and engaging manner and to utilise verbal and non-verbal techniques to sustain participant engagement

Literacy skills to prepare presentation information and to write in a range of styles for different target audiences

Units from the TAA and BSZ training packages can be used as credit for this unit.

Return this completed form and supporting documentation to:

**RPL Applications  
Allens Training  
36 Chantry Street  
GOULBURN NSW 2580**

**Applicant Declaration:**

I, the applicant, declare that:

- This application is a true and accurate representation of my qualifications and work experience as it relates to the training package.
- I have presented originals to a Justice of the Peace for verification/certification

**Signed:** .....

**Date:** .....

All supporting documents are required to be signed by a JP - this includes proof of identity documents.

**Payment Authority: \$100-00 Fee for Service**  
**This Fee for Service is Non-refundable**

**Please indicate your preferred payment method:**

**Cheque** (attached to this enrolment form)

**Direct Deposit** (remittance advice or proof of deposit attached to this form)  
BSB and account details 032721 189065

**Credit Card -**

**Card Type:** VISA / MASTERCARD / AMEX / OTHER .....

**Card Number:** .....

**Expiry Date:** .....

**CCV number:** (Last 3 digits on back of card) .....

**Amount to be paid \$ 100.00**

All supporting documents are required to be signed by a JP - this includes proof of identity documents.

## Payment Authority for RPL assessment

Please indicate your preferred payment method:

**Cheque** (attached to this enrolment form)

**Direct Deposit** (remittance advice or proof of deposit attached to this form)  
BSB and account details 032721 189065

**Credit Card** -

**Card Type:** VISA / MASTERCARD / AMEX / OTHER .....

**Card Number:** .....

**Expiry Date:** .....

**CCV number:** (Last 3 digits on back of card) .....

**Amount to be paid \$** .00

All supporting documents are required to be signed by a JP - this includes proof of identity documents.