

Name of Policy	Verification of Qualifications Policy
Description of Policy	<i>This policy supports the process of verifying and collecting qualifications and required professional memberships/certifications/ accreditations of all staff members of the University in order to meet Trade Practices Act compliance, quality and reporting requirements, such as to the Department of Education, Science and Training.</i>
<input type="checkbox"/> New Guidelines	<input type="checkbox"/> Revision
Description of Revision	<i>Delete</i> <i>Please type brief description of the deletion and specify information to be deleted</i>
	<i>Insert</i> <i>Please type brief description of the insert and specify information to be inserted</i>

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice Chancellor's Approval Date	5 June 2008

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1. Background Information

This policy has been developed in support of the compliance, quality and reporting requirements of the University in relation to its staff member's qualifications and required professional memberships/certifications/accreditations.

2. Policy Statement

The verification and collection of qualifications and required professional memberships/certifications/accreditations of existing and prospective staff members is an important compliance and quality requirement of the University. Some of these compliance and quality outcomes for the University include; the requirement to confirm the qualifications claimed by a prospective staff member, to ensure compliance under the Trade Practices Act and to facilitate reporting requirements, such as the Department of Education, Employment and Workplace Relations (DEEWRs).

3. Policy Purpose

This policy outlines arrangements to ensure the qualifications and required professional memberships/certifications/accreditations claimed by existing and prospective staff members are verified and collected.

4. Application of Policy

4.1 The University is required to verify and collect certified copies of the following qualifications and professional memberships/certifications/accreditations of existing and/or prospective staff members:

- Qualifications specified as essential criterion for an advertised and/or vacant position;
- All qualifications claimed as being held by a staff member; and,
- All required professional memberships/certifications/accreditations.

From time to time, the University may expand the range of qualifications and professional memberships/certifications/accreditations an existing and/or prospective staff member must produce to be verified and collected, due to changes in compliance, quality and reporting requirements.

It is also acknowledged that during a staff member's period of employment she/he may obtain further qualifications and professional memberships/certifications/accreditations which are appropriate, in line with the above requirements, to be verified and collected by the University.

4.2 To verify a qualification or professional membership/certification/accreditation, an existing and/or prospective staff member will be requested to submit a photocopy of their qualification or professional membership/certification/accreditation with a written notation from her/his designated supervisor or a Justice of the Peace or by a staff member in the Human Resources Directorate stating: "Original sighted by...", with their name, position or other title and date.

The certified copies of qualifications and professional memberships/certifications/accreditations will then be retained by or submitted to the Human Resources and placed on the staff member's personal file.

4.3 The University has established the following processes for ensuring the verification and collection of staff member's qualifications and professional memberships/certifications/accreditations.

4.3.1 An audit of all the qualifications and required professional memberships/certifications/accreditations of all **existing staff members** will be undertaken by the

Human Resources Directorate in line with the requirements outlined in section 2.1 above.

- 4.3.2 Prior to appointment **prospective staff members** will be required to submit certified copies of all qualifications and professional memberships/certifications/accreditations claimed by them.

It is the responsibility of the Selection Committee Chair as part of a recruitment and selection process to ensure that certified copies of all qualifications and professional memberships/certifications/accreditations claimed by the prospective staff member are attached to the Selection Committee Report.

It is the responsibility of the Nominated Supervisor when submitting a request for direct appointment to ensure that certified copies of all qualifications, professional memberships/certifications/accreditations claimed by the prospective employee are attached to the *Offer for Recommendation for Approval* in the Manager Online recruitment portal.

In line with the University's Recruitment and Selection Policy, no selection decision may be finalised until original or certified copies of these qualifications and required professional memberships/certifications/accreditations are sighted and certified copies submitted.

- 4.3.3 All **existing and prospective staff members** must submit to Human Resources certified copies of any qualifications and professional memberships/certifications/accreditations subsequently obtained, published or claimed as being held during their employment at the University.

- 4.3.4 No existing or subsequently obtained qualification or professional membership/certification/accreditation can be published as being held by a staff member of the University without a certified copy first being submitted to the Human Resources Directorate.

- 4.4 The University recognises qualifications accepted by the AVCC or the National Office of Overseas Skills Recognition which provides official information and advice on the comparability of overseas qualifications with Australian qualifications. An existing or prospective staff member who holds an overseas qualification is responsible for obtaining and providing the University with a copy of this advice to facilitate the recognition of the overseas qualifications at Australian Catholic University.

5. Approvals

All decisions in relation to the application of this policy must be in accordance with the University Staffing Delegations.

6. Review of Policy

The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to the Director, Human Resources.

7. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus.