

Name of Policy	Confirmation of Qualifications Policy
Description of Policy	This policy outlines the process to be undertaken to confirm the qualifications and professional memberships, certifications, accreditations relevant to a staff member's position, in order to meet Trade Practices Act compliance, quality and reporting requirements.
Policy applies to	<input checked="" type="checkbox"/> University-wide
	<input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>)
	<input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy

Approval Authority	Vice-Chancellor and President
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	7 April 2008
Effective Date	7 April 2008
Date of Last Revision	10 April 2019
Effective Date of Last Revision	10 April 2019
Date of Policy Review*	10 April 2022

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Policies, Procedures, Guidelines and Local Protocols	
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1. Background Information

This policy has been developed in support of the compliance, quality and reporting requirements of the University for the confirmation of staff members' qualifications and relevant professional memberships, certifications and accreditations relevant to a staff member's position.

1. Policy Statement

The confirmation of all claimed qualifications and professional memberships, certifications and accreditations relevant to an existing staff member's position is a requirement of the University in order to ensure compliance under the Trade Practices Act; facilitate reporting requirements, to the Department of Education, Science and Training (DEST); and, to reduce the potential risks to the University's reputation.

The undertaking of this confirmation process is also supported by Section 6 of the Australian Catholic University Staff Enterprise Agreement 2017 - 2021, which states that the University may require as a condition of employment, that a staff member provide evidence of qualifications.

At the completion of this confirmation process the qualifications, professional memberships, certifications and accreditations retained on record by Human Resources will be authorised for publication in University publications, including the Student Handbook.

2. Policy Purpose

This policy outlines the arrangements for the:

- Confirmation of all previously published qualifications and professional memberships, certifications and accreditations relevant to a staff member's position, claimed as being held by existing staff members; and,
- Verification of all newly acquired qualifications and professional memberships, certifications and accreditations relevant to a staff member's position.

3. Application of Policy

- 4.1 This policy applies to all existing continuing and fixed-term staff members.
- 4.2 The University is required to validate all claimed qualifications and professional memberships, certifications and accreditations relevant to an existing staff member's position, through a confirmation or verification process.
- 4.3 The staff member is responsible for confirming all previously published, or certifying all newly claimed, qualifications and professional memberships, certifications and accreditations relevant to their position which they wish to appear against their name.
- 4.4 Previously published qualifications and professional memberships, certifications and accreditations relevant to an existing staff member's position during their employment at the University, can be confirmed for publication following a staff member signing a declaration confirming that the qualifications, professional memberships, certifications and accreditations listed as being held is true and accurate.
- 4.5 Newly obtained or claimed qualifications and professional memberships, certifications and accreditations relevant to an existing staff member's position during their employment at the University, can be verified for publication in line with the University's separate Verification of Qualifications Policy.
- 4.6 All claimed qualifications, professional memberships, certifications and accreditations which a staff member wishes to be published against their name, must be confirmed with the University through either the declaration or verification process outlined above.
- 4.7 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.

4. Procedures

- 5.1 Human Resources will write to all Executive Staff members requesting that they undertake the confirmation of qualifications process, for all existing staff members within their organisational unit. Human Resources will support this process by providing Executive Staff members with a list of the previously published and/or claimed qualifications, professional memberships, certifications and accreditations held by all existing staff members within their organisational unit.
- 5.2 Executive Staff members will, utilising a standard communication provided by Human Resources, communicate to all existing staff members within their organisation unit requesting that they sign the declaration provided, noting any amendments, to confirm the qualifications, professional memberships, certifications and accreditations previously published and/or claimed as being held.
- 5.3 Where a staff member has identified any newly obtained, published or claimed qualifications and professional memberships, certifications and accreditations relevant to a staff member's position, not listed on this declaration, they are required to verify this by submitting a photocopy of their qualifications, professional memberships, certifications or accreditations with a written notation from:
 - their nominated supervisor; or,

- their Deputy Head of School or another nominated supervisor within their organisational unit; or,
- a Justice of the Peace.

The notation is to state: “Original sighted by.....”, with their name (signed and printed), position or other title and date.

- 5.4 Human Resources will request that the Executive Staff member returns all collated and signed declarations and verified documents for their organisation unit, within a specified timeframe. Once received Human Resources will place a copy of the signed declaration and any verified documents on the staff member’s personal file and will record this information within the Human Resource Information System.
- 5.5 On completion of this process, organisational units requiring publication of staff members’ qualifications and professional memberships, certifications and accreditations relevant to their position should contact Human Resources to request consideration of this information for inclusion in relevant University publications, such as the Student Handbook.

5. Approvals

All decisions in relation to the application of this policy must be in accordance with the Delegations of Authority Policy and Register.

6. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
10 April 2019	Editorial	Updated to include reference to Australian Catholic University Staff Enterprise Agreement 2017 – 2021.

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 Human Resources.

7. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).