

Name of Policy	Confirmation of Qualifications Policy
Description of Policy	<i>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.</i>
<input type="checkbox"/> New Policy	<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	
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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.

2. 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 2005-2008*, 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.

3. 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.

4. 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 her/his 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 her/his 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 her/his 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.

5. 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 her/his qualifications, professional memberships, certifications or accreditations with a written notation from:
- her/his nominated supervisor; or,
 - her/his Assistant Head of School or another nominated supervisor within her/his 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 his/her position should contact Human Resources to request consideration of this information for inclusion in relevant University publications, such as the Student Handbook.

6. Approvals

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

7. Policy Review

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 her/his suggestions to the Director, Human Resources.

8. Further Assistance

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