



Introduction:

As an academic institution, the Footscray City College is committed to ensuring the integrity of all professional positions and services within the RTO, through the verification and validation of employee qualifications and/or registrations, certificates, memberships and licences. Hence, offers of employment for roles, which stipulate a requirement for particular credentials will be made subject to their verification and validation.

Definitions:

Validate – prove the validity of claimed qualifications/registrations/certificates/memberships /licences. For example, validation can be achieved by contacting the awarding institution.

Verify – confirm the existence of the qualifications/registrations/certificates/memberships /licence. For example, verification can be achieved by sighting the original or certified copy of the qualification/ registration/ certificate/ membership/ licence.

Qualifications – in general, a secondary or tertiary qualification including but not limited to, certificates, diplomas, and degrees. Generally requires a pass of an examination or an official completion of an approved course of study.

Registrations – enlistment into a formal system governed by an external professional body to ensure that minimum quality standards and codes of ethics are adhered to for a wide range of professions such as teachers and health care professionals.

Certificates – an official document affirming a specific fact, or identifying the holder as being certified to carry out some business or trade-related activity (e.g. birth certificate, practicing certificate, trade certificate).

Memberships – evidence of belonging to a professional association to facilitate peer and professional networking and to receive professional contact, support and services.

Qualifications & Credentials

Licences – a licence or permit from a government or other agency identifying the holder as being authorised to practice, to perform, or to carry out some business or trade-related activity (e.g. practicing certificate, driver's licence, trade certificate etc.).

Human Resources Staff – includes all staff employed by the Human Resources Department.

Policy Statement:

This policy acknowledges the importance of ensuring the integrity and credibility of all professional positions and services within the RTO, and of all RTO publications including staff qualifications and/or registrations, certificates, memberships and licences. This will be achieved by ensuring that:

1. All job candidates being interviewed for roles which require qualifications and/or registrations, certificates, memberships and licences will have such qualifications/ registrations/certificates/memberships/licences verified at the time of their job interview;
2. The preferred candidate for a role which requires qualifications and/or registrations, certificates, memberships and licences will have such qualifications/registrations/certificates/ memberships/licences validated prior to commencing employment;
3. Offers of employment for roles which require qualifications and/or registrations, certificates, memberships and licences will be made subject to verification and validation of such qualifications/registrations/certificates/ memberships/licences;
4. Where existing employees gain new or additional qualifications and/or registrations, certificates, memberships and licences which are required to be recognised and recorded for official purposes, these qualifications/registrations/certificates/ memberships/licences will be verified at a minimum (degreed qualifications to be verified and validated) to ensure their legitimacy prior to an official record being made;
5. Where a new or potential employee's qualifications are not able to be verified and validated, and where these qualifications/registrations/certificates/memberships/licences are a requirement of the role, the RTO reserves the right to rescind any offer of employment that may have been made.

Procedures:

1. Verify and validate credentials of job candidates during the recruitment and selection process*

*This procedure is to be used when a position has specific qualification/registration/ certificate /membership and/or licence requirements (see the Human Resources Recruitment and Selection Policy for determination of requirements).

1.1 Candidates applying for a role for which qualifications and/or registrations, certificates, memberships and licences are required, must:

- a) complete the Footscray City College Application for Employment Form, including details of qualifications/registrations/certificates/memberships and/or licences held, sign or accept the Declaration and Consent stating that the information provided is correct; and
- b) bring all original documents and photocopies of original documents to the job interview for verification.

1.2 During the recruitment process for roles which require qualifications/registrations/ certificates/memberships and/or licences, HR Staff or the Hiring Manager/Head must:

- a) verify all photocopied documents against the original documents provided for each interviewed candidate at the job interview stage; and
- b) sign and date these copies, and place with the candidate's other job application data;
- c) arrange for all qualifications/registrations/certificates/memberships/licences required for the role to be validated for the preferred candidate prior to that candidate commencing employment;
- d) ensure the offer of employment is made subject to validation of the required qualifications/registrations/certificates/memberships/licences.

2. Verify and validate new or additional qualifications/registrations/certificates/ memberships/licences of existing employees*

*This procedure is to be used when qualifications/registrations/certificates/memberships/ licences are a requirement of the position, or if the Manager or Employee wish to publish the qualifications/registrations/certificates/memberships/licences attained in a RTO Calendar or other official RTO records.

2.1 Employees who gain new or additional qualifications/registrations/certificates/ memberships/licences while in the employment of the Footscray City College which are a requirement of the position *or* which they wish to have published in official RTO records, must:

- a) complete and sign the Change to Personal Data Form;
- b) provide all original (or certified copies of the original) documents to the relevant Human Resources Staff, for verification.

2.2 Human Resources Staff are responsible for verifying and arranging for the validation of new or additional qualifications/registrations/certificates/memberships/licences produced by existing employees where these qualifications/registrations/certificates/ memberships/licences are a requirement of the role, or where they wish to have them published in official RTO records or publications, including:

- a) collecting the Employee's signed Change to Personal Data Form; and
- b) sighting all original (or certified copies of the original) documents; and
- c) photocopying all original documents, signing and dating these copies;
- d) filing the Change to Personal Data Form and signed copies of the documents on the employees personnel file; and
- e) updating the employee's record in the appropriate Human Resources Information Database.