



## POLICY ON VERIFICATION AND VALIDATION OF QUALIFICATIONS

<b>Section</b>	People & Culture
<b>Contact</b>	Staff Recruitment Manager
<b>Last Review</b>	October 2022
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<b>Approval</b>	SLT 18/02/20

### **Purpose:**

To ensure a high standard of integrity of the information the University holds on the qualifications held by new and existing staff.

### **Scope:**

The scope of the policy applies to any qualifications that a prospective or existing employee purport to hold. This ensures the integrity of Massey as an academic institution and protects the University's prestige and reputation, including with ranking agencies.

This applies irrespective of whether the qualification is specified in the job description and whether it is a requirement of the job, for them to be included in publications such as the University Calendar and the University Expertise Database.

This policy applies to all appointments at Massey University except casual staff, unless there is a legal requirement for the casual employee to hold credentials to undertake their role e.g., a practising certificate for a trade or a healthcare professional.

### **Implementation of Policy:**

This policy also applies to existing staff of the University and as part of its implementation it is necessary to verify or validate the qualifications of existing staff to ensure a complete and accurate employment record.

Existing staff who are already have these qualifications or who are awarded a qualification during their employment at Massey University, must record that qualification in the University's records and these will be subject to their verification and/or validation as detailed in this policy.

There may be instances where a qualification cannot be verified/validated, e.g., where the qualification is historic and/or the educational institution that approved the course of study cannot be contacted, no longer exists, or cannot readily retrieve graduate records. In this situation the matter should be referred to the staff member's manager to discuss with an HR Advisor.

## Definitions:

- Authentication:** Checking the authenticity of the documentation, i.e., ensuring it is an official document from the original issuing agency/institution.
- Credentials:** Includes (but is not limited to) the following: certificates, fellowships, licences, memberships, qualifications, registrations, practicing certificates.
- Certificate:** An official document identifying the holder as being certified to carry out business/trade related activity (e.g., a practicing certificate for a trade or a healthcare professional).
- Equivalency:** Qualifications awarded to individuals at tertiary institutions overseas should be checked for equivalency against the New Zealand Qualifications Authority Framework (excluding those awarded through recognised tertiary institutions in Australia and the United Kingdom, as the New Zealand qualification system is based on the same model).
- Fellowships:** A fellowship is an honour awarded by a society/group for outstanding excellence in scholarship/leadership/research etc. in a particular field of expertise. Fellows are generally nominated by peers and approved or elected by the society/group e.g., Fellow of the Royal Society of New Zealand (FRSNZ) is to honour and encourage outstanding achievement in the sciences, technologies, and humanities. Fellowship differs from membership in that people can choose to become a member and generally pay a fee to join. Whereas becoming a fellow is by nomination and based on an advanced level of scholarship within the field covered by the fellowship group.
- Licence:** A licence or permit from a government or other agency identifying the holder as being authorized to practice/perform, or to carry out business/trade-related activity (e.g., driver's licence, trade certificate).
- Memberships:** A fully paid up and current member of a professional body e.g., HRINZ, IPENZ etc.
- Qualifications:** Tertiary qualifications requiring official completion of an approved course of study. In cases where other credentials are a legal requirement of the job, e.g., a practising certificate for a trade or a healthcare professional, these are deemed to be "qualifications" for the purpose and application of this policy. Such credentials include (but are not limited to) the following: certificates, fellowships, licences, memberships, registrations, practising certificates (as defined in this section).
- Qualifying documentation:** Includes qualifications; current and valid certifications; licences; registrations; fellowships and memberships (excluding expired/withdrawn/cancelled certifications, licences, registrations, fellowships, and memberships).
- Registrations:** Enlistment into a formal system governed by an external professional body to ensure the minimum quality standards and code of ethics are adhered to for a wide range of professions (e.g., Teachers, Health Care Professionals, Medical Accreditation etc).
- Validate:** Prove the validity of the claimed qualifying documentation. The Recruitment Team will arrange for the awarding bodies to be contacted to validate the documentation and ascertain equivalency, as required.
- Verify:** Confirm the existence of the qualifying documentation, achieved by sighting the original or certified copy of the qualifying documentation.

## Policy Requirement:

As an academic institution, the University is committed to ensuring the integrity of the information held about staff's qualifications. The reputation of the University requires rigorous verification and validation of qualifications (see definition above) for prospective and existing employees.

The table below set out the requirements for verification/validation of qualifications for both prospective and existing employees. This includes qualifications obtained by staff during their employment at Massey University.

Type of qualification	Level of verification/validation required	Undertaken by
Tertiary Undergraduate Degree or above, And / or Qualification that is a <u>legal requirement</u> of the job e.g., a practising certificate for a trade or a healthcare professional)	Validation <u>and</u> Verification	Recruitment Team (POD)
All other qualifications purported to be held by the prospective or existing employee	Verification	Line Manager

Where a new or prospective employee's qualifying documentation is not able to be verified and validated in accordance with this policy, the University reserves the right to rescind any offer of employment that may have been made and to either exclude from University Publications or to include with a note that the qualification is not validated or verified.

### **Audience:**

This policy applies to managers and staff of Massey University.

### **Relevant Legislation:**

None

### **Legal Compliance:**

None

### **Related Documents:**

[Policy and Procedures on Pre-Employment Checks for Prospective Appointees](#)

### **Document Management Control:**

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