PROCEDURES FOR VERIFICATION AND VALIDATION OF QUALIFICATIONS

Section	People & Organisational Development
Contact	Staff Recruitment Manager
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Purpose:

The purpose of these procedures is to outline the steps and responsibilities of staff, managers and People and Organisational Development (POD) in ensuring compliance with the Policy on Verification and Validation of Qualifications.

The procedures are separated out for prospective staff and existing staff.

Effective Date of Procedures:

The requirement for staff to ensure their qualifications are verified and/or validated is new. This procedure is effective from 1 January 2018.

In relation to current staff employed before this date, the University has, since 1 January 2016, been checking qualifications and other credentials to ensure they are up to date and where possible original copies of the qualifying documentation have been sighted and verified/validated. However, not all staff will have had their qualifications verified and/or validated – this will particularly be the case if they were employed prior to 1 January 2016. Staff employed prior to this date may voluntarily trigger a request to their manager for their qualifications (or other credentials) to be verified and validated in accordance with the policy and procedures.

Procedures:

Prospective/New Staff

In accordance with the policy, there are two situations where qualifications (as defined in the policy) must be verified/validated prior to the person commencing employment with the University:

    a) Validated and Verified – where the qualification purported to be held by the new or prospective employee is –
        i. A tertiary undergraduate degree or above; and/or
        ii. Any qualification that is legally required to perform the job.

    b) Verified only – for any other qualification purported to be held by the new or prospective employee.

In addition to validating and/or verifying the qualification, it is the responsibility of the manager engaged in the recruitment process to initiate this process through the recruitment system, both where –
- the qualification is a requirement of the role (whether it is essential or desirable). This is normally only undertaken for the preferred candidate/s.
- the preferred candidate/s claim to have qualifications, whether or not they are relevant to the person's job or their employment at Massey University.

Once triggered through the recruitment system, the validation process is undertaken centrally by the Recruitment Team in People and Organisational Development. This includes –

- where qualifications can be validated internally, for example by using graduate databases publicly available on New Zealand (and some Australian) university websites, or
- where New Zealand registration and practising certificate information can be found on public registers (where this is a legal requirement of the position as is the case with trades and healthcare professionals), or
- where it is necessary to outsource the checks.

There is a charge to the hiring managers budget qualification checking process undertaken on an outsourced basis. This is similar to the current internal charge for credit checks. Due to the costs it is preferable that checks are undertaken internally wherever practicable.

Evidence of Checking

Irrespective of whether the qualifications are checked internally or through the contracted organisation, the Recruitment Team will ensure that proof of the check/s is included in the appointment documentation. For appointments processed through the recruitment system and using the external company, this will be via confirmation from the external company. The official confirmation must be uploaded to the recruitment system in order to create a record of the check having been undertaken.

For any validation undertaken internally, the evidence should be a screenshot or printout from the institution/organisation website that shows the person's name, the qualification/s achieved, and the date this/these were obtained. This evidence must be included along with the appointment documentation.

In all cases, POD will record the qualification and the level of verification/validation obtained against the employee's record in the Human Resource Information System (HRIS). The documentation relating to the check will be included on the person's file in POD once they have accepted employment at Massey.

Managers may withdraw an offer of employment prior to its acceptance by the employee if the qualification/s of the applicant cannot be verified or validated in accordance with the policy. They should do so only following consultation with an HR Advisor.

An overview of the procedure for prospective/new staff, including who is responsible for which parts of the verification/validation process, is included in Appendix 1.

Current Staff

It is a requirement that tertiary qualifications and legally required qualifications are validated/verified in accordance with the policy. It is optional for staff to initiate a request to record other (non-tertiary) qualifications but if staff do not wish to do this, the qualifications will not form part of any official record of the University and will not feature in the University Calendar, staff expertise database etc.

The process outlined below will apply to all existing staff as at the commencement of these procedures.

Current staff will be able to trigger a request in MYHR to have any of their qualifications recorded in the HRIS. This applies to any existing qualifications that the employee holds that are not yet recorded in the HRIS and any new qualifications the employee obtains during their employment at Massey University.

To initiate any additions to the record held by HR, the staff member should trigger a request through MyHR to their manager. Subject to the manager's approval, if the request requires validation of any qualifications this will be sent to the Recruitment Team. For any other qualifications, e.g. non-tertiary qualifications which require verification only, the manager will need to sight the original certifying document and then attest to the authenticity of this through MyHR.

Non-Verification or Validation

Where there is no verification or validation as required of a qualification, the University will not support the qualification being recorded within the HR System or in other official University documents.

An overview of the procedure for current staff, including who is responsible for which parts of the verification/validation process, is included in Appendix 2.

Related Documents:

Policy and Procedures on Pre-Employment Checks for Prospective Appointees (*to be updated*)
Privacy Policy

Document Management Control:

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Authorised by: The Assistant Vice-Chancellor (People and Organisational Development)
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Appendix 1 – Process for New/Prospective Staff

Type of qualification	Level of verification/validation required	Undertaken by	Where/how recorded
Tertiary Qualifications (or other credentials where these are a <u>legal requirement</u> of the job e.g. a practising certificate for a trade or a healthcare professional)	Validation Equivalency check may be required *(check definition in policy)*	Undertaken centrally by the Recruitment Team for all advertised and non-advertised positions: a. For all advertised positions and those offers facilitated through the University's recruitment system, the checking service is facilitated through the system as part of the pre-employment check process. The check is initiated by the hiring manager and involves the Recruitment Team triggering the use of an external contracted organisation to undertake the check/s. b. For all other offers (where not advertised or not facilitated through the recruitment system – or where the qualification/s can be validated in-house by checking the relevant University's graduate database), this is undertaken by the Recruitment Team on behalf of the hiring manager.	The Recruitment Team is responsible for obtaining evidence of the validation: a. Where the external contracted organisation is engaged to undertake the check/s, confirmation of validation is provided by that organisation. The Recruitment Team will ensure this is included in the appointment paperwork in the recruitment system. A record is created in the HRIS and in the employee's personal file by the HR Administrator once the person commences work. b. Confirmation of validation is obtained by the Recruitment Team and supplied to HR Administration as part of the appointment paperwork. A record is created in the HRIS and in the employee's personal file by the HR Administrator once the person commences work.
All other qualifications/degrees/certificates etc	Verification	The hiring manager	The hiring manager will include evidence of the verification in the appointment paperwork. A record is created in the HRIS and in the employee's personal file by the HR Administrator once the person commences work.

Appendix 2 – Process for Current Staff

NB: Existing staff will be reminded periodically to update their personal details in MyHR, including their qualifications and other credentials.

Type of qualification	Level of verification/validation required	Undertaken by	Where/how recorded
Tertiary Qualifications (or other credentials where these are a <u>legal requirement</u> of the job e.g. a practising certificate for a trade or a healthcare professional)	Validation Equivalency check may be required *(check definition in policy)*	Undertaken centrally by the Recruitment Team following a request by the staff member in MyHR.	Recorded as validated or not validated (in cases where record of learning is unable to be confirmed) against the employee's record in the HRIS by the HR Administrator. The HR Administrator will also ensure the details are filed on the employee's personal file in HR.
All other qualifications/degrees/certificates etc	Verification	By the individual's manager triggered through a request by the staff member via MyHR, updating My Details.	Recorded as verified against the individual's record in MyHR by the individual's manager (the actual records sits within the HRIS but is able to be viewed in MyHR).