

Verifying Student Qualifications Policy

Scope

This Policy is applicable to all staff and students of Kaplan Higher Education Pty Ltd, trading as Murdoch Institute of Technology (“the School”).

Purpose

The aim of this policy is to ensure that staff and students (past and present) are provided with information outlining the:

- Steps taken by nominated staff members of the School to verify documentation submitted by applicant applying for admission into a program with the School or seeking recognition for prior learning. It also outlines and applicant’s responsibilities as well as any consequences where an applicant fails to meet these responsibilities.
- Requirements for verification of qualifications awarded by the School, by third parties, such as education providers, employers or employment agencies.

Process for Verifying Qualifications for Admission Purposes (including RPL)

Applicants for entry into a School award program are required to provide evidence of their relevant academic or industry qualifications or evidence of equivalent professional experience and may be required to provide evidence of their English proficiency.

Applicants must provide the School with original or certified copies of testamurs, transcripts or language proficiency documents at the time of application.

All documents that are presented upon application for enrolment must be in English. Translations from other languages, must be undertaken by an official translation agency/body, at the applicant’s expense.

If an applicant is unable to provide appropriate evidence at the time of application, it must be provided at the time of enrolment.

Verifying Documents Provided with an Application

Verifications of qualifications are conducted for all qualifications issued by an Australian education provider, if this is made available by the issuing provider via an online portal.

Qualifications issued by an education provider outside Australia, will be randomly verified during the School’s regular student files auditing and follow-up process. All qualifications that appear to be odd or fraudulent will be verified with the issuing education provider.

Certifying qualifications submitted with an application will be completed as follows:

If a transcript or testamur or proof of language proficiency document is provided to meet academic entry requirements, and the document is not an Australian accredited qualification, the qualification must be deemed to be equivalent to the Australian Qualifications Framework (AQF), currently available at <https://www.aqf.edu.au/>.

If an original document is provided, **only nominated** staff of the School are to sight it. The certifying officer (as nominated by the School), must:

- write on the copy “This is a true copy of the original document sighted by me.”;
- sign and print their name;
- write on the copy the date when it was certified;
- file and record the copy in the applicant’s record;

If the applicant has changed their name since the documentation was issued, Kaplan requires evidence of the applicant’s name change (e.g. marriage certificate).

If a copy of a document is provided, it must be certified by a Justice of Peace (stamp and ID number) or equivalent, or by the issuing education provider. Nominated staff of the School will then sight the certified documents and file a copy and record this in the student’s records.

Where a copy of a document of a document is not appropriately certified, the applicant will be required to obtain appropriate documentation before their application can be formally approved.

Applicants who have met the admissions requirements will receive a Letter of Offer. Applicants will only receive a Confirmation of Enrolment (if applicable) and be enrolled into a program (or unit) once they have:

- satisfied associated admission processes, such as the provision of original or certified documentation
- accepted the offer, and
- paid any applicable fees.

Verification of Qualifications Awarded by the School

From time to time, an education provider, an employer, potential employers or employment agency (**‘Interested Third Party’**) may contact the School to verify that an individual has obtained a qualification awarded by the School.

The School offers a “Qualification Verification Service” for this purpose subject to the following:

The School will only provide information to an Interested Third Party about an individual if the School has received from the individual or the Interested Third Party about an individual if the School has received from the individual or the Interested Third Party:

- a completed “Request for Official Documents Form” as signed by the individual;
- if the individual has changed his/her name since completing his/her studies with the School, evidence of that change of name;
- any other information that the School requests in connection with the request;
- payment of the applicable administration fee.

Once the School has received all the above in relation to a request, the School will process the request and provide the requested information to the Interested Third Party within 10 working days.

Normally, the response will be limited to advising whether a particular qualification has been awarded by the School to the individual and, if awarded, the date on which such qualification was completed.

Additional academic information about an individual (such as copies of transcripts) will not be provided to an Interested Third Party unless the completed and signed “Request for Official Documents Form” indicates consent from the individual in that regard.

The ‘Qualification Verification Service” cannot be used to verify and individual's completion of short courses or partial completion of a qualification. By providing the service, Kaplan does not warrant or represent to the Interested Third Party that the individual is suitable for or able to perform a job.

The School reserves the right to refuse to provide information about an individual if the School considers (in its sole discretion) that the individual has not consented to the School disclosing such information.

As noted above, an administration fee will apply for using the ‘Qualification Verification Service”.

Relevant Legislation

Privacy Act 1988 (Cth) <https://www.legislation.gov.au/Details/C2019C00025>

Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

<https://www.legislation.gov.au/Details/C2017C00271>

Higher Education Standards Framework (Threshold Standards) 2015

<https://www.legislation.gov.au/Details/F2015L01639>

Education Services for Overseas Students Act 2000 (ESOS Act 2000)

<https://www.legislation.gov.au/Details/C2017C00292>

Education Services for Overseas Students Regulations 2001

<https://www.legislation.gov.au/Details/F2016C00681>

National Code of Practice for Providers of Education and Training to Overseas Students 2018

<https://www.legislation.gov.au/Details/F2017L01182>

Related Policies

Privacy Policy

Admission Requirements Policy

Recognition of Prior Learning Policy

Graduation and Certification Documentation Policy

Accountable Officers

The accountable officers for the implementation and relevant training of this policy are listed below.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer(s)	Administration Manager and College Director			
Review Date	July 2020			
Approved by				
Vice President Academic under a delegation from the KHE Academic Board				
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Quality & Standards Group	Unpacking of one document into existing document	01.01.2014	01.01.2014
1.1	Quality & Standards Group	Format and wording changes to align across all businesses	22.05.2015	15.06.2015

1.2	Academic Quality and Governance Team	<p>Policy reviewed for currency as per policy review cycle. Changes include:</p> <ul style="list-style-type: none"> • Requirement for appropriate admission documentation, latest at time of enrolment clarified. • Implementation Officers introduced to policy. 	15.06.2017	29.06.2017
1.3	Quality, Regulations and Standards Team	<p>Policy updated to reflect verification of MIT awarded qualifications by external parties, such as education providers, employers or employment agencies.</p> <p>Added under the purpose of the policy the requirements for qualification verification by third parties.</p> <p>Added a section on “Relevant Legislation” to refer to if and when required.</p> <p>Updated “Related Policies” with all policies related to this policy.</p>	06.09.2019	09.09.2019