



Verification of Qualifications Policy

Policy Area: Human Resources/Governance

Approval: Chairperson, Board of Directors

Signature:

Date:

1. RESPONSIBILITY AND ACCOUNTABILITY

Initial approval of policy and later amendments:	Board of Directors
Amendment of procedures consistent with the policy:	Principal
Distribution of policy:	Principal
Implementation of policy:	Executive Officer, Principal, Registrar, Board of Directors
Monitoring and compliance of policy:	College Council
Evaluation and recommendations for amendments:	College Council

2. LECTURERS

Sheridan College publishes minimum qualifications guidelines in its "Academic Staff Recruitment Policy".

Before an offer is made to any person who is to lecture in any Sheridan College award or degree, the College must receive certified copies of tertiary qualifications and a curriculum vitae. If a proposed lecturer is a Sheridan College graduate, verification can also be obtained from the College archives held by the College office.

All lecturers must be approved by the Board of Directors.

3. RESEARCH STAFF: RELEVANT QUALIFICATIONS

Qualifications of staff must be verified to ensure they are relevant to any research that is conducted, or overseen at Sheridan College. Staff must have qualifications, research experience and skills relevant to the type of research undertaken and their role.

4. RESEARCH CANDIDATES

All applicants must submit certified copies of completed tertiary study and, if relevant, evidence of English language facility in accord with Sheridan College regulations for entry to the research degrees of the College before candidature can be considered by the Research Committee. Copies of transcripts are submitted to the Board of Directors as a necessary part of the application.

5. COURSES FOR GRADUATES

At the time of enrolment each enrolling student must submit to the College original or certified copies of all completed study at tertiary level, and, if relevant, evidence of English language facility in accord with Sheridan College regulations for entry to the graduate courses of the College.

Copies of each are to be kept in the student's file.

6. ALL OTHER STUDENTS

At the time of enrolment, each student seeking admission to the undergraduate degrees or diplomas of the College must submit original or certified copies of evidence of having satisfied the course entry requirements, and, if relevant, evidence of English language facility in accord with Sheridan College regulations. This evidence must be sighted by the Principal and a copy kept in the student's file.

7. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title: Verification of Qualifications Policy

Source Documents: *Adapted with permission from:*
Australian College of Theology Verification of Qualifications Policy

Associated Internal Documents:

Associated External Documents

Authorised Officer: Chairperson, Board of Directors

Approved by: Mr Michael Smith

Date of Approval: 01 Jun 2017

Next Review Before: Dec 2019

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	30 May 2011	N/A	Draft prepared for Sheridan College and Vose College
0.02	29 Jan 2013	N/A	Revised Sheridan College Board subcommittee for Board of Directors
1.00	02 Mar 2013	Chairperson, Board of Directors	Submitted to TEQSA for Sheridan College HEP registration
1.01	16 Dec 2013	Chairperson, Board of Directors	Change to version control box
1.02	01 April 2017	Chairperson, Board of Directors	Minor edits to ensure compliance with Threshold Standards