

V1 - VERIFICATION OF DOCUMENTS POLICY AND PROCEDURES

1 PURPOSE

This policy outlines the process of verifying documents required for admission, academic credit or employment with BBI – The Australian Institute of Theological Education (BBI).

2 BACKGROUND

BBI is committed to highest standards in operational matters, including in the admission of students and in employing staff. Where admission, employment, or other processes require that BBI sight official documentation (such as academic transcripts or testamurs) it is BBI's responsibility to ensure the integrity of these processes. This policy refers to the verification of such documentation.

3 SCOPE

This policy applies to all prospective students, students, prospective employees and employees.

4 DEFINITIONS

N/A

5 POLICY

- a) It is BBI's policy to sight certified copies of documents (preferred, but original documents are accepted) in the case of degree testamurs and/or transcripts, related academic awards, and, where relevant, character references, employers' testimonials, and certification or licenses to practise where professional registration bodies are relevant.
- b) This practice applies equally to students who apply for Credit Transfer or Recognition of Prior Learning in their course of study (other than former students or alumni of BBI).
- c) It is BBI's policy that any student or person applying to study with, or work for, BBI should be properly identified, and their qualifications checked for verification.
- d) It is a condition of application that the applicant must provide permission for BBI to verify relevant academic qualifications and/or transcript(s) of academic record, as presented by the applicant, with the issuing institution.

6 PROCEDURE

- Where an application is made to study or work at BBI, provision will be made for the applicant to submit supporting documentation in hard copy, either by post or in person.
- If the applicant submits original documentation, certified copies will be created by BBI and stored securely. Original documentation will be returned to the applicant by registered mail within 30 days.

- If the applicant submits copies of their original documents, these must be certified and verified by an authorised officer.

For Australian documents/qualifications only, an authorised officer is one of the following:

- An officer of the official records department of the institution that originally issued the document/s;
- A bank manager or a credit union branch manager; accountant (must be a member of a professional organisation); barrister, solicitor or patent attorney; police officer of the rank of sergeant and above; postal manager; principal of an Australian secondary college, high school, primary school or TAFE college;
- A Justice of the Peace with a registration number.

For international documents/qualifications, an authorised officer is one of the following:

- The agent employed to submit the student's application and associated documents on the student's behalf.
- Australian Embassy official.
- High Commission or Trade Mission official.
- Public Notary.
- Australian Justice of the Peace with a registration number.

Include the statement *'This is a true copy of the original document sighted by me'*, the certifying authority's signature, and printed name, address, telephone number, profession or occupation or organisation and the date verified. They must include the official stamp or seal of the verifier's organisation on the copy if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print their registration number and the State in which registered as a Justice of the Peace.

Documents not verified or not verified correctly

BBI is not permitted to process:

1. Documents that have been verified by an immediate relative or a person residing at the same address as an applicant.
2. Documents that are just photocopies, that is, not verified.
3. Documents that have not been correctly verified.
4. Documents verified by a Justice of the Peace without a registration number.

7 RELEVANT LEGISLATION

N/A

8 KEY RELATED DOCUMENTS

N/A

9 NOTES

Contact Officer	Academic Dean
Implementation Officer/s	Student Services Manager / Academic Dean / Human Resources Manager
Approval Authority / Authorities	Student Admissions Committee / Academic Board / Executive Team
Date Approved	18-11-15
Date of Commencement	1-1-17
Date for Review	24 MONTHS AFTER COMMENCEMENT
Amendment History	NA
Key Stakeholders	Faculty & Sessional Academics / Students / Employees