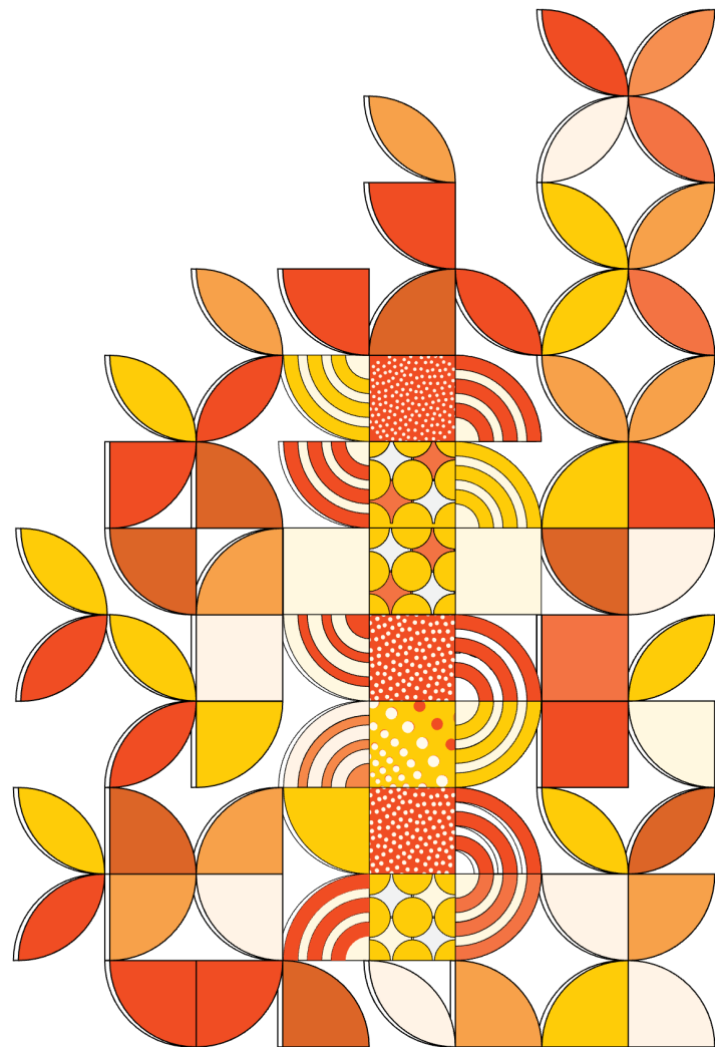


Procedure for Qualification Verification of Staff



1. Purpose

This procedure outlines the steps for verifying the qualifications of Educators employed by IHM, ensuring compliance with regulatory requirements and maintaining high educational standards.

2. Scope

This procedure applies to all staff recruited by IHM, including full-time, part-time and casual staff.

4. Responsibilities

- **Candidate:** Provide necessary documents and consent for verification.
- **Recruitment Officer:** Manage document collection, submit for verification, and perform the AHPRA check.
- **People and Culture (P&C) Department:** Maintain and organize records and complete the employment process upon successful verification.

5. Procedure

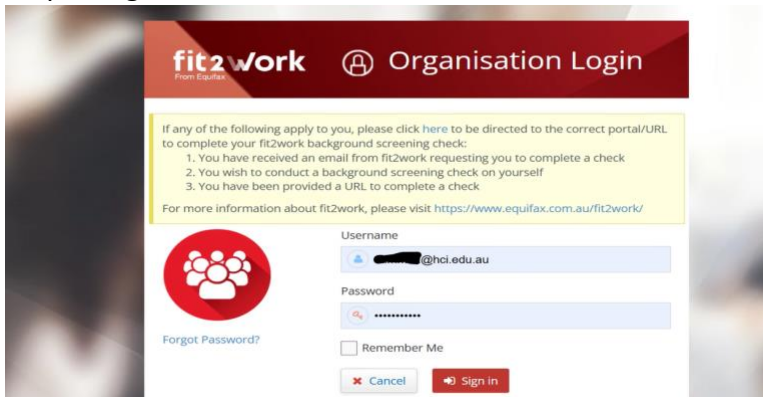
5.1. Collection of Documents

- The candidate must provide certified copies of their qualifications, including:
 - Certified copies of relevant qualification certificates.
 - Academic transcripts corresponding to each qualification.
 - A signed handwritten consent form authorizing the qualification verification process.
 - Registration with the Australian Health Practitioner Regulation Agency (APHRA)

5.2. Verification Process

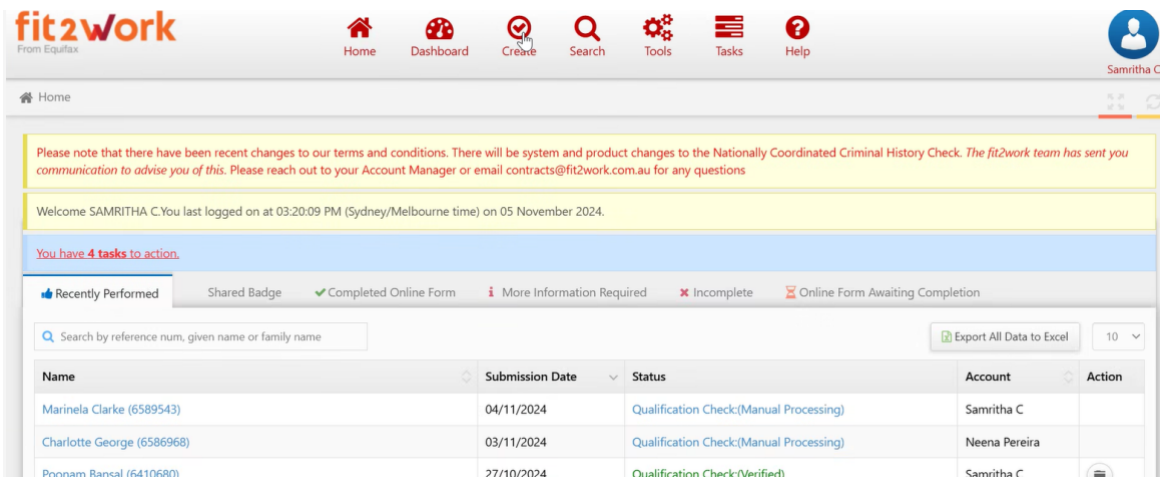
- The P&C Department will check all qualifications against the relevant standards and requirements.
- Using the following methods for verification:
 1. Submit the collected documents, along with the handwritten consent form, to the Fit to Work portal for qualification verification.

Step1: Login to Fit to Work Portal



The screenshot shows the 'fit2work Organisation Login' page. At the top, there is a red header with the 'fit2work' logo and 'Organisation Login' text. Below the header, a yellow box contains instructions: 'If any of the following apply to you, please click here to be directed to the correct portal/URL to complete your fit2work background screening check: 1. You have received an email from fit2work requesting you to complete a check 2. You wish to conduct a background screening check on yourself 3. You have been provided a URL to complete a check. For more information about fit2work, please visit https://www.equifax.com.au/fit2work/'. The main login area has a red circular icon with a white group of people. Below it is a 'Forgot Password?' link. The login form includes fields for 'Username' (with a dropdown arrow and the text '@hcl.edu.au') and 'Password' (with a red eye icon for visibility). There is a 'Remember Me' checkbox and two buttons: 'Cancel' and 'Sign in'.

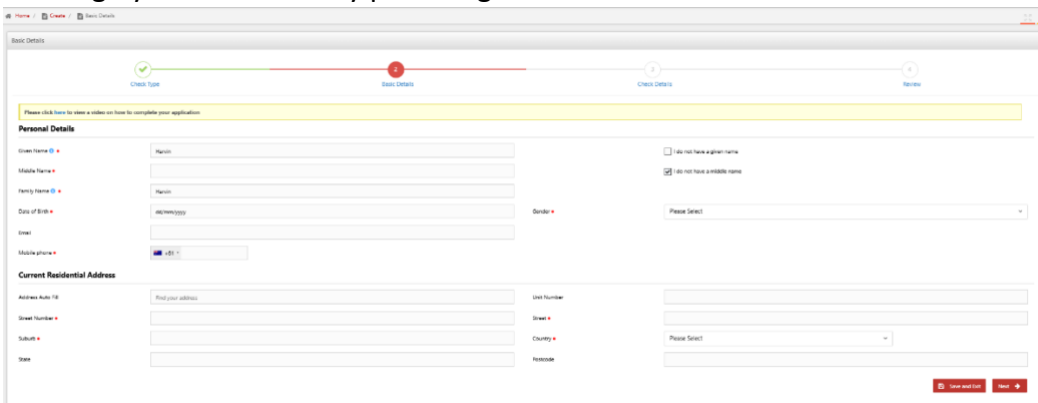
Step2: Select Create from Homepage



The screenshot shows the fit2work homepage dashboard. At the top, there is a navigation bar with icons for Home, Dashboard, Create, Search, Tools, Tasks, and Help. The user is logged in as Samritha C. A notification banner at the top states: "Please note that there have been recent changes to our terms and conditions. There will be system and product changes to the Nationally Coordinated Criminal History Check. The fit2work team has sent you communication to advise you of this. Please reach out to your Account Manager or email contracts@fit2work.com.au for any questions." Below this, a welcome message says: "Welcome SAMRITHA C. You last logged on at 03:20:09 PM (Sydney/Melbourne time) on 05 November 2024." A blue banner indicates "You have 4 tasks to action." Below this, there are filters for "Recently Performed" (Selected), Shared Badge, Completed Online Form, More Information Required, Incomplete, and Online Form Awaiting Completion. A search bar is present with the text "Search by reference num, given name or family name" and an "Export All Data to Excel" button. The main content is a table with the following data:

Name	Submission Date	Status	Account	Action
Marinela Clarke (6589543)	04/11/2024	Qualification Check:(Manual Processing)	Samritha C	
Charlotte George (6586968)	03/11/2024	Qualification Check:(Manual Processing)	Neena Pereira	
Poonam Bansal (6410680)	27/10/2024	Qualification Check:(Verified)	Samritha C	

Step 3: Complete the basic and check details, upload the handwritten consent form along with the qualification certificates and transcripts, and ensure the information is accurate. Finally, review the form thoroughly and submit it by providing consent.



The screenshot shows the "Basic Details" form in the fit2work system. The form is divided into two main sections: "Personal Details" and "Current Residential Address".

Personal Details:

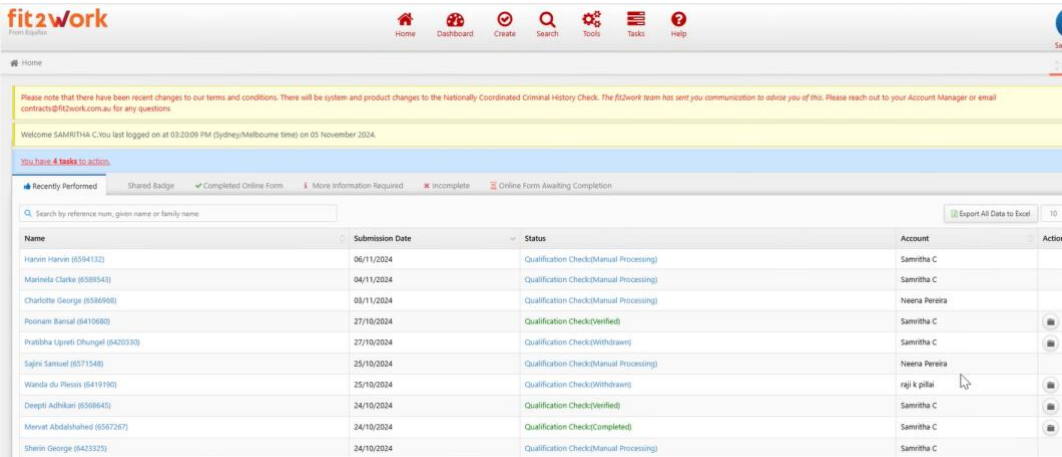
- Given Name: [Text Field]
- Male Name: (do not have a given name)
- Female Name: [Text Field]
- Female Name: (do not have a female name)
- Family Name: [Text Field]
- Date of Birth: [Text Field]
- Gender: [Dropdown Menu]
- Phone: [Text Field]
- Mobile phone: [Text Field]

Current Residential Address:

- Address: [Text Field]
- Street Number: [Text Field]
- Suburb: [Text Field]
- State: [Text Field]
- Unit Number: [Text Field]
- Street: [Text Field]
- Country: [Dropdown Menu]
- Postcode: [Text Field]

At the bottom right, there are buttons for "Save and Exit" and "Next".

Step 4: After submission, check the status of the qualification verification from the homepage. Once the verification status is completed, download the result.



Name	Submission Date	Status	Account	Action
Harvin Harvin (8594132)	06/11/2024	Qualification Check(Manual Processing)	Samritha C	
Martine Clark (8589543)	04/11/2024	Qualification Check(Manual Processing)	Samritha C	
Charlotte George (8586968)	08/11/2024	Qualification Check(Manual Processing)	Nisera Pereira	
Poonam Bansal (8410080)	27/10/2024	Qualification Check(Verified)	Samritha C	
Prabha Upreti Chngel (8420330)	27/10/2024	Qualification Check(Withdraw)	Samritha C	
Sajni Samuel (8577348)	25/10/2024	Qualification Check(Manual Processing)	Nisera Pereira	
Wanda du Plessis (8419190)	25/10/2024	Qualification Check(Withdraw)	raji k pillai	
Deepthi Adhikari (8586645)	24/10/2024	Qualification Check(Verified)	Samritha C	
Mervat Abdalrhahim (8567267)	24/10/2024	Qualification Check(Completed)	Samritha C	
Shirin George (8423325)	24/10/2024	Qualification Check(Manual Processing)	Samritha C	

Sample qualification verification result

CHECK RESULTS Qualification Check

CANDIDATE: ██████████
 REFERENCE NUMBER: ██████████
 COMPLETED ON: 05/11/2024

Given Name	██████████
Middle Name	
Family Name	██████████
Other Names	
Birth Date	10/11/██████
Gender	Female
Result	Verified
Submission Date	24/10/2024
Result Date	05/11/2024
Client Notes	

Qualification Attained	Institution Name	Status	Notes
Bachelor of Nursing Level of Qualification: Degree Attendance: Full Time Graduation Date: 11/09/2010 Country: Australia	University of Southern Queensland USQ	Verified	Verified Date: 05/11/2024 By: Laura Richards Completions Officer Completions Office Y213
Certificate 4 in Training and Assessment TAE40122 Level of Qualification: Certificate Attendance: Full Time Graduation Date: 21/09/2023	Australian Learning Academy Country: Australia	Verified	Verified Date: 25/10/2024. By: Online Verification.

Step 5: The qualification check result is recorded and maintained in MyHCI (ELMO) under each staff profile.

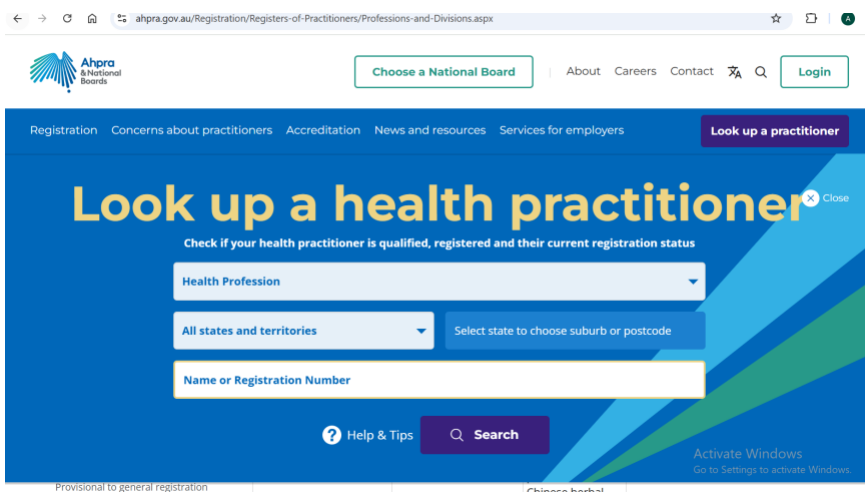


Form	Status	Due	Complete	Expires
Form for Uploading Signed PD	Completed	-	03/11/2024	-
Form for Uploading IHNA Induction and onboarding Checklist	Completed	-	03/11/2024	-
Form for uploading Qualification Verification Report - Fit to Work	Completed	-	06/11/2024	-

- **AHPRA Registration Check:** Verify the candidate's AHPRA registration details before finalising employment.

Step 1: Access the AHPRA Website

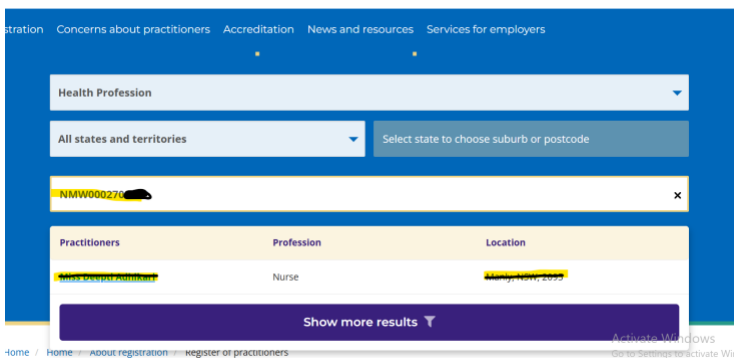
Navigate to the AHPRA website and select the "Look up a practitioner" option from the homepage.



The screenshot shows the AHPRA website's search interface. At the top, there is a navigation bar with the AHPRA logo and links for 'Choose a National Board', 'About', 'Careers', 'Contact', and 'Login'. Below this is a main header with navigation links: 'Registration', 'Concerns about practitioners', 'Accreditation', 'News and resources', 'Services for employers', and a prominent 'Look up a practitioner' button. The main content area is titled 'Look up a health practitioner' and includes a sub-header: 'Check if your health practitioner is qualified, registered and their current registration status'. There are three input fields: 'Health Profession' (a dropdown menu), 'All states and territories' (a dropdown menu), and 'Name or Registration Number' (a text input field). A 'Search' button is located below the input fields. A 'Help & Tips' link is also visible. At the bottom of the page, there is a footer with 'Provisional to general registration' and 'Activate Windows' notice.

Step 2: Perform a Practitioner Search

Use the registration number provided by the candidate to minimize errors and match it with the candidate's name and location.



The screenshot shows the search results page on the AHPRA website. The search criteria from the previous step are visible: 'Health Profession' is set to 'Nurse', 'All states and territories' is set to 'All states and territories', and the 'Name or Registration Number' field contains 'NMW000276'. Below the search criteria, there is a table of search results. The table has three columns: 'Practitioners', 'Profession', and 'Location'. The first row shows a practitioner with the profession 'Nurse' and a location. A 'Show more results' button is located below the table. At the bottom of the page, there is a footer with 'Activate Windows' notice.

Step 3: Review Registration Details

Verify the candidate's AHPRA registration status and expiry date, noting that it is the candidate's responsibility to maintain valid registration.

Registration Concerns about practitioners Accreditation News and resources Services for employers

Registration details

Profession	Nurse
Registration number	NMW000270
Registration status	Registered
Conditions	None
Undertakings	None
Reprimands	None
Registration expiry date	The registration expiry date is the end date for the annual registration period. Sometimes a practitioner will appear on the register with a registration expiry date that is in the past. This may be because their renewal application is still being finalised, or during a one month "late period" after the expiry date. However, they are still able to practise.
Date of first registration in profession	02/03/2023

Division/Registration Type - Registered Nurse (Division 1), General

Registration Expiry Date	31/05/2025
Conditions	None

Knowing registration make an your heal whether: registere registrati restrictio condition may restri way.

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Step 4: Record and Upload Verification Details

Capture a screenshot or download the verified AHPRA registration details, upload them to MyHCI (ELMO) under the candidate's staff profile, and record the expiry date to enable automated renewal reminders.

▼ P&C - Confidential Forms and Documents (Signed Contracts, PD,CV, Personal ID Media release form)

Form	Status	Due
Form for Uploading Signed PD	Completed	-
Form for Uploading IHNA Induction and onboarding Checklist	Completed	-
Form for uploading Qualification Verification Report - Fit to Work	Completed	-
Form for Valid Professional Membership & Registration	Completed	24/05/2025
Form for Uploading Qualification Verification Consent Letter - Bindu Brahmaandan	Completed	-
Upload form for Certified qualifications - Academic staff - Bindu Brahmaandan	Completed	-

Sample of the Form

Form for Valid Professional Membership & Registration

Please upload a Professional Membership & Registration

- AHPRA
- Australian association of Social Worker etc

Approved

This Form is part of a workflow:

Workflow Assignee: HCI - Staff onboarding (General) → Form for Valid Professional Membership & Registration

Status	Completed	Expires	31/05/2025 10:00
Code	P&C 015	Assigned to	Harvin
Due	24/05/2025 10:00	Submitted	29/10/2024 12:19
Approved	04/11/2024 14:54	Approvers	Samritha C

Valid Professional Membership & Registrations

Name of the professional registration*

AHPRA

Please attach your Valid Professional Membership & Registrations*

Choose File No file chosen AHPRA .pdf

Registered Date*

03/03/2011

- Annually, MyHCI (ELMO) will assign a form to staff for updating their AHPRA membership details. P&C Representatives will validate and approve the submissions, with the verified details recorded and maintained in each staff profile.

5.3. Documentation

- Maintain records of all verification correspondences and confirmations in the candidate's personnel file in MyHCI(ELMO).
- Document the verification outcome, including any issues or discrepancies identified during the process.

5.4. Reporting Discrepancies

- If any discrepancy or falsification is identified, the P&C Department must:
 - Notify the People and Culture Manager immediately.
 - Conduct a further investigation and consult with legal and regulatory bodies as necessary.

Appropriate action must be taken, which may include withdrawal of a job offer or termination of employment.

