



ASSESSMENT OF ACADEMIC QUALIFICATIONS POLICY

1. Purpose

Academic qualifications are used as an important credential in both the world of academia and the job market. Australian Institute of Business (AIB) is mindful of the increasing use of 'non-official' and/or falsified academic qualifications which are sometimes used to seek advantage in a screening process for either employment or admission to studies. This policy is designed to establish and maintain an effective assessment function in relation to the verification of the acceptability and authenticity of claimed academic qualifications from all stakeholders.

2. Scope

This policy applies to all domestic and international (prospective) students, AIB's undergraduate and postgraduate programmes as well as to all (prospective) AIB staff, casual staff, agents, consultants, strategic alliance partners, Teaching Centre (TC) facilitators and TC senior management.

3. Definitions

Non-Official Qualifications

Qualifications which have been obtained from academic institutions (or companies/ individuals posing as academic institutions) which are not recognised by a regulatory Ministry of Education or equivalent authority (see section 4.1 OR which are not verifiable with the original awarding academic institution and/or in major recognised international qualification databases/publications OR which are not deemed to be AQF equivalent).

Falsified Qualifications

Qualifications which have been replicated, altered or tampered with OR which are purported to have been earned from an official awarding institution while the awarding institution denies its authenticity.

Please also note explanation of acronyms of official bodies and organisations in Appendix.

4. Basis for assessment of academic qualifications

4.1 AIB only recognises qualifications and awarding institutions which are listed as formal and accredited in **at least one** of the following official publications:

For Australian qualifications:

- TEQSA's National Register
- <http://www.training.gov.au>

For overseas qualifications:

- US Department of Education - <http://www.ed.gov>;
- CHEA (Council on Higher Education Accreditation) Washington USA - <http://www.chea.org>;
- The International Handbook of Universities (a UNESCO publication) - <http://www.iau-aiu.net/content/ihuwshed>
- The Association of Commonwealth Universities Yearbook - <https://www.acu.ac.uk/>
- The World Education Series - <http://www.wes.org>
- The Country Education Profiles (published by the National Office for Overseas Skills Recognition, Australia) - <https://internationaleducation.gov.au/Services-And-Resources>
- The UK NARIC - <http://ecctis.co.uk/naric>

4.2 AIB uses the following resources to determine the recognition and the AQF equivalence of an individual's claimed academic qualification:

- **AEI-NOOSR** - <https://internationaleducation.gov.au/Services-And-Resources/Services/Country-Education-Profiles/Access-CEP/Pages/default.aspx?ReturnUrl=%2fcep>
- **UK NARIC** - <https://www.naric.org.uk/naric/login.aspx?ReturnUrl=%2fproduct%2fInternational+Comparisons%2fdefault.aspx>
- **OFQUAL** - <http://register.ofqual.gov.uk/>
- **TRAINING.GOV.AU** - <http://training.gov.au/>
- **TEQSA** - <http://www.teqsa.gov.au/national-register/search/provider>

4.3 Academic qualifications which do not meet the requirements in 4.1 or 4.2 above are not accepted by AIB as formal qualifications. AIB will exclude these qualifications from assessment of the individual's prior academic achievement. Where the exclusion means that the individual is not qualified for the course (or role or position), AIB may choose to discontinue its relationship with the individual. Where the exclusion means that the individual is qualified for the course (or role or position) based on other qualifications, and the individual must not use the non-official qualification (or title) in any connection with AIB.

5. Assessment Processes

- 5.1 Prospective students and staff must provide evidence of qualifications by providing original or certified copies of qualifications and transcripts.
- 5.2 Academic qualifications are checked by the relevant AIB department.
- 5.3 Academic qualifications may be re-checked, verified and audited at any time, including after a student has been enrolled or the staff member has been employed or the agent's contract has been signed.
- 5.4 If there is confirmed evidence of a non-official academic qualification, AIB will exclude the non-official qualification from assessment of the individual's prior academic achievement. Where the exclusion means that the individual is not qualified for the course (or role or position), AIB may choose to discontinue its relationship with the individual.

5.5 If there is confirmed evidence of a falsified academic qualification, AIB will not continue its relationship with the individual who submitted the fraudulent qualification to AIB. For instance:

- where the individual is an applicant (student or staff), their application will not be accepted;
- where the individual is an enrolled student, the student will be dismissed and any fees refunded according to the relevant policy;
- where the individual is a (casual) staff member, employment will be terminated;
- where the individual is an agent or consultant, the relationship with the individual will be terminated;
- where the individual is a TC senior manager or TC facilitator, AIB will request the termination of the individual's relationship with AIB programs.

Related Forms:

- Student application form
- Admissions checklist
- Pre Assessment form
- Applications for prospective Teaching Centres
- Application forms for employment with AIB / AIB programs

Related Policies:

- Admissions Policy
- Academic Appointments Policy
- Compliance with Legislation Policy
- Academic and Non Academic Grievance Handling Policy
- Deferring, suspending or cancelling International Student's Enrolment Policy
- Domestic and Distance Learning Student Refund Policy
- International Onshore Student Refund Policy
- Delivery of AIB Courses by Third Parties

Responsibility:

- Academic Director
- HR Director
- Admissions Manager
- International Marketing Manager

Current Status:	Version 2
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APPENDIX

Explanation of Acronyms

AEI-NOOSR: Australian Education International-National Office of Overseas Skills Recognition

AEI-NOOSR provides official information and advice on the comparability of overseas qualifications with Australian qualifications, using the Australian Qualifications Framework (AQF) as our benchmark.

CEP: Country Education Profiles

Country Education Profiles (CEP) Online is an online recognition tool for assessing overseas educational qualifications used by universities and other education providers, professional bodies, employers and international organisations and governments.

AQF: Australian Qualifications Framework

The Australian Qualifications Framework (AQF) specifies the standards for educational qualifications in Australia. It is administered nationally by the Australian Government Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education, with oversight from the States and Territories, through the Standing Council of Tertiary Education Skills and Employment.

UK NARIC: National Academic Recognition Information Centre

UK NARIC is the UK's National Recognition Information Centre and provides services for individuals and organisations to compare international qualifications against UK qualification framework levels. It is a Government service, managed by *ECCTIS Ltd*.

TEQSA: Tertiary Education Quality and Standards Agency

TEQSA registers and assesses the performance of higher education providers against the Higher Education Standards Framework. The Standards Framework comprises five domains: Provider Standards, Qualification Standards, Teaching and Learning Standards, Information Standards and Research Standards. The Provider Standards and Qualifications Standards are collectively the Threshold Standards, which all providers must meet in order to enter and remain within Australia's higher education system.

TRAINING.GOV.AU: Training.gov.au

Training.gov.au is the official National Register on VET in Australia and is the authoritative source of information on training packages, qualifications, accredited courses, units of competency, skill sets and Registered Training Organisations.

OFQUAL: Office of Qualifications and Examinations Regulation

Ofqual is a non-ministerial government department that regulates qualifications, exams and tests in England and vocational qualifications in Northern Ireland. Ofqual's role is to ensure all learners get the results they deserve, standards are maintained, and their qualifications are correctly valued and understood, now and in the future.