



STAFFING POLICY

Determining Qualifications and Evidence of Service

Policy number: CS-06-2008

Version No: v-2025

Date last reviewed: Feb 2024

Endorsed by: BoG Chair

Scheduled Review Date: Jan 2025

NQF QA4

Policy Statement

Hampton Park Community House (HPCH) is committed to ensuring that all existing and potential Children's Services staff employed at HPCH have provided the required evidence of their qualifications and service history, to maintain a high level of professionalism and experience amongst the Children's Services Domain team.

Conditions:

1. All HPCH applicants and Children's Services team members must provide documented evidence of their current qualifications and service history to demonstrate their suitability for the role as outlined in the Staff Policy and to verify the correct pay classification.
2. HPCH will pay staff the minimum award classification for their relevant role until such time as the required evidence of their qualifications and/or service history, is provided.
3. HPCH will back pay wages if a new staff member provides the required evidence of qualification and/or service history within three (3) months of commencement, but HPCH is not obligated to back pay wages once this period has expired.
4. Where a staff member upgrades their qualification and provides evidence of this new qualification within three (3) months, HPCH will back pay the staff member to the date of the new qualification.
5. If qualification evidence is not provided within three (3) months, HPCH will pay the higher rate from the date that the qualification evidence is provided to HPCH.
6. The evidence must be provided to an authorised HPCH representative. For the purposes of this policy an authorised representative is an Executive Officer, Director of Children's Services, Operations Manager or a member of the Payroll and Human Resources team.
7. Accepted evidence of a qualification includes:
 - a copy of a certificate
 - a statement of attainment,
 - a letter from an RTO confirming completion





- a transcript that confirms completion of a course.

Please note that a Statutory Declaration does not meet the required evidence

8. Accepted evidence of service history consists of a letter from a previous employer which includes:

- company's letter head
- the dates of employment including start and finish date
- the position that the Team Member held
- employment type (casual, part time or full time) and hours of work per week
- name, position and signature of employer

Resumes, pay slips or Statutory Declarations are not considered accepted evidence of service history.

Related Policies:

Child Safe Standards

Australian Teaching Standards

Code of Ethics (VIT)

Code of Conduct

HPCH Staffing Policies (including Determining of Responsible Persons, Participation of Volunteers and Students)

Authorisation:

Signature of Chair of BOG :

Date of Approval by BOG:

Hampton Park Care Group Inc.

27-01-2025

