

## 5.1.10 References for NCPS Students

### Operating Policy and Procedures

**1. Policy**

It is the policy of the Navitas College of Public Safety that the College does not authorise or endorse written references by any teaching or administration staff and/or by students.

**2. Purpose**

The purpose of this policy is to ensure that all staff comply with NCPS's requirements.

**3. Responsibility**

The Dean/Head of College is responsible for compliance with this policy.

**4. Guidelines**

- 4.1 Students will regularly ask for written references to support various job opportunities. Although NCPS supports its students, there must be a consistent approach to this issue.
- 4.2 A transcript of results provides appropriate evidence of academic performance and students should be advised a written reference will not enhance such a document.
- 4.3 It is important that staff understand that NCPS students are known only through their academic endeavours. A student's private, business, social, economic and other activities are not known by staff. Therefore, for a staff member to provide comment about any student may be construed as offering and/or confirming a perception outside of NCPS about him/her. This is an unnecessary risk to NCPS and to the staff member and is not permitted.

**5. Procedure**

- 5.1 Where a staff member is approached to provide a written reference about a student, the NCPS's policy of not providing a written reference to, or about, an NCPS student must be adhered to. The policy must be explained to any student seeking any such reference.
- 5.2 The staff member is still able to appear as a referee on a student's resume. However, it must be clearly explained to the student that any oral comment that a member of staff may provide is neither an NCPS comment nor an NCPS endorsement of him/her. The staff member must also make it clear to any inquirer that his/her perception of a/the student is based on the student's academic endeavours while undertaking studies at NCPS.
- 5.3 The only time the situation above may vary is when a staff member is acknowledging or confirming a student's involvement as a member of NCPS's Student and Staff Consultative Committee and/or as an NCPS Student Ambassador and/or as an NCPS Library employee.

**6. Authority**

Authorised by the Dean/Head of College.

**7. Approval**

Approved by the Academic Council on 21 July 2011.

**8. Amendments**

Date	Modified by	Sections amended/added	Approved by AC (if required)
22/05/09	Jodie Reeve	Logo change	Minor change
06/11/09	Christine Ashton	Change of logo and name	Minor change
28/06/2011	Christopher Snedden	Update re terminology; section 5.3 added	Minor change