

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 authorize written references by any teaching or administration staff or students.

2. **Purpose**

The purpose of this policy is to ensure all staff comply with College requirements.

3 **Responsibility**

The General Manager (Public Safety) is responsible for compliance with this policy.

4. **Guidelines**

Students will regularly ask for written references to support various job opportunities.

4.1 Although the College 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 staff understand that students at the College are known only through their academic endeavours. A student's private, business, social and other activity is not known and therefore to provide comment that may be construed as confirming a perception outside of academia is an unnecessary risk (to the College and the staff member) and therefore is not permitted.

5. **Procedure**

5.1 Where a staff member is approached to provide a written reference, this policy must be explained to the student.

5.2 The staff member is still able to be a referee on a student's resume however, it must clearly be explained to the student that any comment is not an College comment and the staff member will make it clear to the inquirer that perception is based on academic endeavours only in their class.

6. **Authority**

Authorised by the General Manager (Public Safety)

7. **Approval**

Approved by the Higher Education Board

Amendments

Date	Modified by	Sections amended/added	Approved by HEB (if required)
22/05/09	Jodie Reeve	Logo change	Minor change
06/11/09	Christine Ashton	Change of logo and name	Minor change