

## 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