# Pre-employment Checking Matrix

## New Staff On-boarding

### VERIFICATION OF QUALIFICATIONS

<table>
<thead>
<tr>
<th>Required for</th>
<th>Required For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent verification of highest qualification</td>
<td>• All academic positions</td>
</tr>
<tr>
<td>Independent verification of all academic qualifications</td>
<td>• International appointments where the successful applicant has obtained their qualifications from an overseas institution</td>
</tr>
<tr>
<td>Certified copy of academic qualifications</td>
<td>• Level 10-14 positions</td>
</tr>
<tr>
<td></td>
<td>• Professional staff positions where an academic qualification is an essential selection criteria</td>
</tr>
<tr>
<td>Certified copy of licence</td>
<td>• Trades staff, forklift/hoist operation, diving etc.</td>
</tr>
</tbody>
</table>

### WORKING WITH CHILDREN CHECK

UNSW is required by law to conduct a working with children check for all employees working in “child related employment”. There are three questions that determine whether the position is child-related employment:

- **Is the nature of the work ‘employment’?**
- **Is the work in a child related setting?**
- **Does the employee need to have direct unsupervised contact with children to do their job?**

If the answer to all these questions is “yes”, the position is child-related employment.

**Identified Positions**

- Nura Gili winter camp programs for children/youth
- Childcare Workers - UNSW Early Years
- UNSW Sport and Recreation employees working with children – e.g. swimming coaches
- Faculty based educational workshops and holiday programs for children and youth e.g. GERRIC Program in the Faculty of Arts and Social Sciences
- Faculty of Medicine employees and volunteers who are required to work unsupervised with children
- Student placements in hospitals, or overseas placements or within organisations where they will be working with children

### CRIMINAL RECORD CHECK

A criminal record check involves a search of an individual’s criminal record and history to determine whether there are any convictions relevant to the person’s ability to perform the inherent requirements of the position.

**Identified Positions**

- Dean / Rector
- Senior Executive
- Department Heads
- Divisional Heads
- Head of School
- All employees in Procurement

- All employees in Legal Office
- All employees in Finance
- All employees in Security
- All employees in Residential Colleges
- All employees with a financial delegation of $10,000 or more

### MEDICAL CHECKS & ASSESSMENT

**Required if the inherent requirements of the position include:**

- Working with carcinogens, lead
- Working with chemical in Schedule 14 (Work Health and Safety Regulation 2011)
- Scuba Diving (certificate of medical fitness)
- Employee’s involved in construction, outdoor workers, remote workers
- Heavy lifting or physically demanding work on a regular basis
- Working with or caring for laboratory animals
- Working with asbestos
- Worker is frequently required to wear PPE to protect from hearing loss
- Working with risk group 3 or 4 micro organisms or monkeys
- Use of lasers (Class 3 or 4)
- Laboratory Staff
- School of BEE’s, CMBB Staff
- Field stations
- Construction workers
- Research Fieldwork
- Grounds employees
- Childcare employees
- Mortuary staff
- Store’s on Campus (Lowy, Chemistry)
- Animal attendants
- Laboratory Staff
- Technical employees
- FM staff, grounds
- PC3 laboratory employees
- Laboratory Staff where lasers used