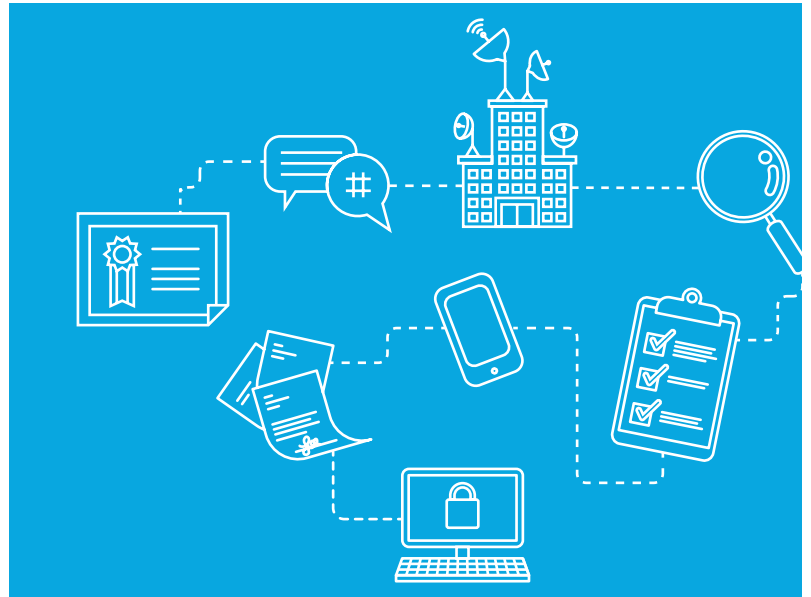


False qualifications



It is important that measures are implemented to help prevent employment being secured based upon false or misleading qualifications. Failure to prevent this type of fraud not only has financial and reputational implications, but may put patient safety at risk.

Misrepresentation of qualifications within the organisation's recruitment process may occur when employing: permanent staff, staff on fixed-term or temporary contracts, volunteers, students, trainees or contractors. It also applies to any form of staff assigned to work at the organisation by an employment agency.

Misrepresenting qualifications may involve falsifying or exaggerating details during the application process. For example, claiming to have a degree that is required for the job role, or altering the grade achieved in line with the requirements.

It is the responsibility of your organisation to ensure the recruitment process has a robust system of pre-employment checks that are applied consistently, so that fraudulent activity can effectively be prevented and detected. Below is some advice as to how you can ensure that any attempt at submitting fraudulent qualifications is detected.

The organisation should have a policy in place detailing the requirements for pre-employment checks. With regard to qualifications, this should include the following requirements:

- request original certificates and retain a copy on file;
- check that the information on the certificate matches the details provided in the application;
- where the person's details differ, obtain evidence to validate the change;

- look at the document quality, and security features such as holograms; and
- contact the issuer of the qualification directly, to confirm if the certificate and details provided are genuine. Verify:
 - where the person has been employed or studied, and the relevant dates;
 - positions held or courses undertaken;
 - recent or ongoing disciplinary action or referrals.

The UK National Academic Recognition Centre provides information on vocational, academic and professional qualifications from over 180 countries. www.naric.org.uk

If you require any further advice with regards to the above, please contact your LCFS.



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