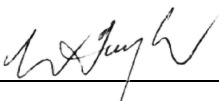


Procedure Name	STAFF ACTING AS REFEREES AND PROVIDING REFERENCES
Procedure Number	GO23_PR (Governance)
Purpose	To outline a process for implementing the policy on Whitehouse Executive Staff acting as Referees and / or providing references.
Scope	<p>This procedure relates to Whitehouse’s Executive Director and the Co-Executive Director, at all its campuses and encompasses its:</p> <ul style="list-style-type: none"> • Students • Graduates (Alumni) • Whitehouse staff. <p>The conditions and circumstances under which this procedure is implemented are outlined in the Scope section of the Policy.</p> <p>The categories of Referee and types of References are outlined in the Policy Statement section of the Policy.</p>
Procedure	<ol style="list-style-type: none"> 1. Request is submitted to Whitehouse <ol style="list-style-type: none"> 1.1 A Whitehouse staff member receives a request. 2. Whitehouse Response <ol style="list-style-type: none"> 2.1 Receipt of the request is acknowledged (reply by email), documented and filed on the Whitehouse system 2.2 Staff member(s) notifies Executive staff. 3. Request assessment and due diligence <ol style="list-style-type: none"> 3.1 Staff member nominates or is assigned to undertake due diligence (refer Policy; Code of Conduct; Staff Handbook) 3.2 Staff member(s) determines the type of request and conducts due diligence / risk assessment 3.3 Staff member prepares a short brief and makes a recommendation to the Executive Director and/ or Co-Executive Director. 4. Decision <ol style="list-style-type: none"> 4.1 The Executive Director and/ or Co-Executive Director consider the brief and decide 4.2 Only the Executive Director, and / or the Co-Executive Director can approve a request and act in the role of Referee or provide a Reference. 5. Notification <ol style="list-style-type: none"> 5.1 Where approval is not granted, the requestor shall be notified within two days of the decision 5.2 Where approval is granted, the requester will be notified with two days of the decision, with

	<p>5.3 Follow up details of the arrangements to be confirmed and subsequently put in place, appropriate to the type of request and conditions thereof.</p> <p>6. Role and Responsibilities</p> <p>Where the approval is granted, this may include:</p> <p>6.1 Assigning a staff member to assist with the preliminary arrangements, such as communicating with the requestor and follow ups</p> <p>6.2 Preparing briefing material(s), documents and ongoing support</p> <p>6.3 Preparing draft communications, reference, using the appropriate Template.</p> <p>7. Record keeping</p> <p>7.1 Records of correspondence, documents and papers are treated with confidentiality and kept on the Whitehouse Records Management System</p> <p>7.2 The original MS Word and a PDF copy is placed on file.</p>
Relevant Legislation	N/A
Key Related Documents	<p>Staff Code of Conduct</p> <p>Staff Handbook</p> <p>Reference – Specific purpose – Template</p> <p>Reference – General - Template</p>
Definitions	Staff: means an employee of the Whitehouse Institute of Design Australia including a casual employee.
Responsible Officer	<p>Executive Director</p> <p>Co-Executive Director</p> <p>Assigned Staff</p>
Approval Authority/ Authorities	<p>Joint Executive Directors</p> <p>Academic Board</p>
Date Approved	16/12/2019
Date of Commencement	17/12/2019
Date for Review	16/12/2022
Documents superseded by this Procedure	<p>N/A.</p> <p>This is a new procedure</p>
Amendment History	<p>N/A.</p> <p>This is a new procedure</p>

Signed and dated for Whitehouse Pty Ltd		L.E.TAYLOR	16/12/2019
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management Assigned Staff