



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

HUMAN RESOURCES DIVISION
HR Services Unit

RECORDING QUALIFICATIONS THROUGH THE STAFF WEBKIOSK PROCEDURE

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1 Introduction / Background

The purpose of this guide is to Facilitate University staff to record their Qua through the Staff Webkiosk. This process will support the University to meet the requirements of the Australian Qualification Framework (AQF) and achieve the goal of being ranked among the top 1% of Universities globally.

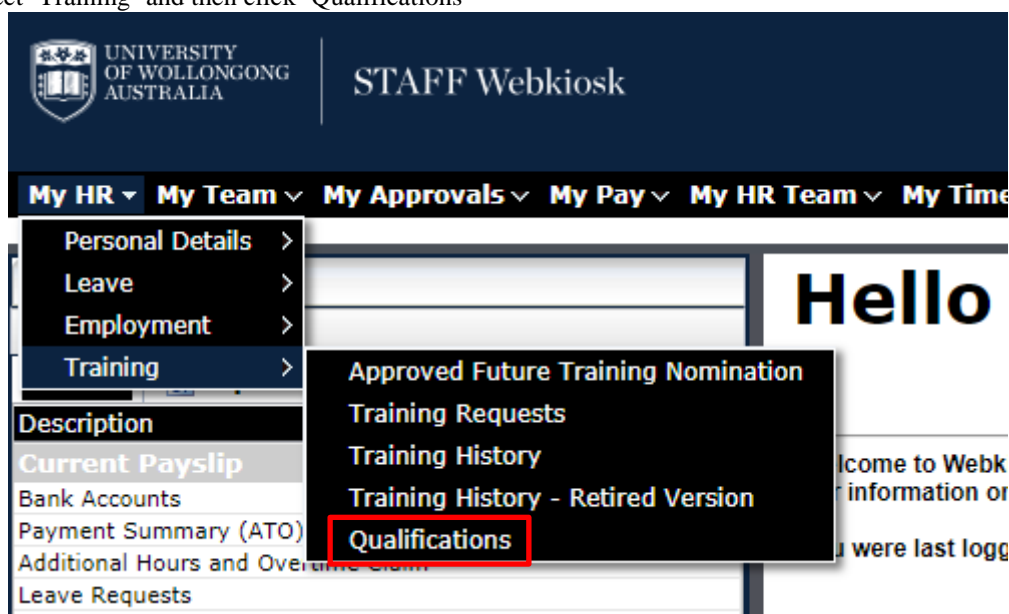
2 Instructions

Staff qualifications are recorded in the Staff Webkiosk in a three-step process:

1. Staff member enters their qualifications in the Staff Webkiosk
2. Original qualifications are verified
3. HR processes the Staff Webkiosk transaction

2.1 Step 1 – Entering Qualifications

1. Log into the ‘Staff Webkiosk’ <https://wss.uow.edu.au/>
2. Click on ‘My HR’
3. Select ‘Training’ and then click ‘Qualifications’



4. Click on ‘Add new record’, enter your qualification details.
5. Ensure you select the correct code for your qualification type. Alignment of AQF Levels with Department of Education and Training (DET) codes and the Staff WebKiosk Codes.

Most commonly used qualification codes at UOW;

DET Description	AQF	Course Type Description	Web Kiosk Code
Doctorate by Research or Coursework	AQF 10	01 Doctor of Philosophy	PHD
		02 Other Doctoral Degree	DDEG
Masters by Research or Coursework	AQF 9	03 Masters by Research	MASR
		04 Masters by Coursework	MASC
		05 Masters (extended)*	MASE
		06 Other Masters Degree	MAS
Other Postgraduate (including Postgraduate Qual or Prelim; Grad Dip/Postgrad Dip New/Extended and Graduate Certificate)	AQF 8	07 Postgraduate Diploma	PDIP
		08 Graduate Diploma	GDIP
		09 Graduate Certificate	GCERT

Bachelor Honours (4Yr Honours, 1 Yr Honours, Double Honours)	AQF 8	10 Bachelor Honours	HONS
Bachelor's (including Bachelor's graduate entry pass, 3yr pass, 4yr pass, double pass)	AQF 7	11 Bachelor Degree	DEG
Other	AQF 6	12 Associate/Advanced Diploma, Associate Degree	ADIP
	AQF 5	13 Diploma	DIP
	AQF 1 to 4	14 Certificates 1,2,3 and 4	CERT
	Other	15 Other	OTHER
	99	Unknown	99

*Masters (Extended) are special qualification types which often contain 'Doctor' in the award title

6. The Highest Qualification indicates whether the qualification entered is your highest qualification. A warning will appear if a highest qualification already exists and another one is inserted.
7. Most of the fields are dropdown lists. However the following fields must be entered by the user:
 - Qualification Title
 - Title Sequencing No
 - Grade Point Average (GPA) (optional)
 - Duration (optional)

If your option is not available in the drop down lists, please email hr-reception@uow.edu.au to have this added.

8. Once all the information has been entered into the required fields, click "Insert" which will make the qualification appear as a "Pending Qualifications" ready to be verified by HR.



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[Qualifications Recording User Guide](#)

Qualifications

Qualification	AVDIP
Major	C41
Qualification Title	Advanced Diploma in Accounting
Qualification Type	ADIP
Highest Qualification (Yes/No)	Yes
Title Sequencing No	
Start Date	25-May-2015
Completion Date (Mandatory)	30-May-2018
Institution (Mandatory)	3043
Country (Mandatory)	0001
G.P.A	
Duration	

Insert

Clear

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[User Preferences](#)

9. If you have incorrectly entered information, changes cannot be made via Web Kiosk. Please email hr-reception@uow.edu.au they will then reject the submission for you to re-enter the information.

2.2 Step 2 - Verification of qualifications

All qualifications entered through the Staff Webkiosk will undergo a verification process. When a qualification is entered through the Staff Webkiosk, there are two ways in which qualifications can be verified and approved:

1. Faculty Administrative Staff (at the discretion of Faculty Management) sights original qualifications, take a copy and email to hr-reception@uow.edu.au for further processing.
2. HR Reception sights the original qualifications, take a copy, scans into RMS and approves the Web Kiosk transaction.
3. Qualifications need to be certified by a Justice of the Peace or by bringing the original to HR Reception for certification.
4. Documentation that will be accepted as evidence of completion includes:
 - Certificates with the Institution stamp and/or letterhead
 - Transcripts
 - Testamur
 - Australian Higher Education Graduation Statement (AHEGS).
 - Letter from an Australian university that verifies that you have completed all requirements for the award of a degree by that institution. In the case of UOW, this letter can be provided by the Student Services Division or the Research Students Centre.
5. Wording that must be included on the documentation as requested by the Deputy Vice Chancellor (Academic):
 - Qualification attained
 - Qualification awarded
 - Conferred
 - Completed.
6. Once a Pending Qualification has been approved by HR, the staff member will be notified via email and the record will appear in the Qualifications page of the Staff Webkiosk.

2.3 Step 3 - Approval of qualifications

The status of a qualification transaction remains “pending” until HR receives a certified copy of the qualification. Upon receipt the qualification will be addressed and approved or rejected depending on whether all recording criteria have been met. An approval confirmed once the relevant qualification information is updated in the Staff Webkiosk by HR. Staff will be notified of the qualification recording outcome via email. All copies of qualifications received by HR will be added to the employee’s personal record in the Records Management System (RMS).

A Staff Webkiosk request to update a qualification record will be rejected if incomplete or if incorrect data is provided. Employees will be advised of the outcome via email. The correct information is required to be resubmitted via the Staff Webkiosk.

A request to update a qualification record will also be rejected if the verification process is not completed within 2 weeks.

3 More information and support

If you have any questions about recording your qualifications or would like assistance please contact hr-reception@uow.edu.au

If the record for a pre-existing qualification is incorrect please correct the details in the Staff Webkiosk and have your documents verified (see Step 2 below) so the changes can be approved.

Alternatively, you may contact your Payroll Officer for assistance
<https://intranet.uow.edu.au/personnel/contacts/>

4 Version Control Table

Version Control	Release Date	Author/Reviewer	Approved By	Amendment
0.1	20141113	Maria Cordero	Maria Cordero, HR Systems Manager	Created
0.2	20150212	Maria Cordero	Maria Cordero, HR Systems Manager	Updated AQF mapping, amended verification process, added quals_admin email address
0.3	20180530	Telisha Cassar		Updated Procedure with new email and to new QA template
0.4	20181109	Telisha Cassar	Kath Coroneos	Documentation added to evidence of completion