

Academic Staff Qualifications and Professional or Industry Experience Equivalence Procedure

Section 1 - Purpose

(1) This Procedure provides the guidelines for professional experience equivalence to [Australian Qualifications Framework](#) qualification types and follows the [Tertiary Education Quality and Standards Agency](#) requirement that academic staff who teach are qualified to at least one Qualification Standards level higher than the course of study being taught, or that they have equivalent professional experience.

Section 2 - Scope

(2) This Procedure applies to both current and prospective academic staff engaged in teaching students enrolled in coursework units or courses, and employed by the University of Canberra (University), the University of Canberra College (UCC), or any other Third Party Provider.

(3) This Procedure does not apply to academic staff involved in the supervision of candidates enrolled in University Higher Degrees by Research (HDR) courses.

Section 3 - Policy

(4) Refer to the [Academic Staff Qualifications and Professional or Industry Experience Equivalence Policy](#).

Section 4 - Procedure

Faculty Guidelines

(5) The following criteria are considered minimum guidelines and faculties may require additional evidence or standards, as appropriate for different disciplines of study.

AQF level	Equivalence
Level 7 – Bachelors (for the purposes of teaching at Level 6 or below)	No equivalence recognised. The minimum qualification level to teach any University student is a bachelor degree.
Level 8 – Honours, Graduate Certificates, Graduate Diplomas (for the purpose of teaching at Level 7)	Level 7 qualification and current registration to practice within the relevant profession PLUS EITHER <ul style="list-style-type: none"> • 3 years relevant professional experience in the last 5 years OR <ul style="list-style-type: none"> • enrolment in a relevant Level 9 (masters) course, plus some relevant professional experience, together totalling 3 years.

AQF level	Equivalence
Level 9 – Masters by research or coursework (for the purpose of teaching at Level 8)	Level 8 qualification and current registration to practice within the relevant profession PLUS EITHER <ul style="list-style-type: none"> • 5 years relevant professional experience in the last 10 years OR <ul style="list-style-type: none"> • enrolment in a relevant doctoral program plus some relevant professional experience, together totalling 5 years.
Level 10 – Doctorate by research or coursework (for the purpose of teaching at Level 9)	(This does not allow supervision of a PhD student) Level 9 qualification and current registration to practice within the relevant profession PLUS EITHER <ul style="list-style-type: none"> • 10 years Full-time equivalent (FTE) relevant professional experience with at least five of those years at a senior level OR <ul style="list-style-type: none"> • Enrolment in a relevant doctoral program plus some relevant professional experience together totalling 10 years OR <ul style="list-style-type: none"> • Fellow of a relevant learned society. (Fellows of learned or professional societies will be considered to satisfy these equivalence guidelines only where such appointments are made to either honour exceptional achievement and/or service.)

(6) Faculty Deans are responsible for employment of academic staff and therefore must be satisfied that the professional experience will provide relevant staff with the appropriate level of skills, knowledge and application of skills and knowledge as specified in the [Australian Qualifications Framework](#) (and subsequent addendum).

Exceptions

(7) Occasional guest lecturers will be exempt from the requirement to hold a qualification to at least one Qualification Standards Level higher than the course of study being taught, but must be able to bring a level of knowledge and expertise which will add value to the teaching of the relevant discipline area.

(8) Tutors who are not responsible for unit coordination and who, combined with other guest lecturers and tutors, do not deliver more than 40 per cent of the teaching of a unit (for any given student) require qualifications at least at the same level as the course being taught, plus appropriate relevant professional experience.

(9) University clinical coordinators and other University work placement coordinators who support student acquisition of workplace skills and experience, and may assess those aspects of a student's learning, but are not responsible for unit coordination, require at least a bachelor qualification plus five years FTE experience in the same or similar workplace in the past 10 years.

(10) The University recognises that there may be cases not covered by these guidelines. In such cases the principles of Recognition of Prior Learning should be applied and an academically defensible case made for each individual.

(11) Faculty Deans must demonstrate that they have assessed an academic staff member's equivalence claims for the relevant [AQF level](#).

(12) Faculty Deans must provide People & Culture with details of the guidelines used by the faculty in assessing equivalences as well as details of how each individual academic staff member was assessed as meeting these guidelines.

(13) People & Culture must maintain appropriate records to ensure the University can meet its reporting responsibilities to [Tertiary Education Quality and Standards Agency](#).

(14) Faculty Deans must seek the approval of the Deputy Vice-Chancellor for exceptions to these procedures. Any case submitted for approval must be evidence-based and document how the appropriate level of skills, knowledge

and the application of skills and knowledge as specified in the [Australian Qualifications Framework](#) (and subsequent addendum) have been met.

(15) In preparing a case, Deans may assess broader skills or qualification such as:

- a. research and/or creative work/projects at an advanced level;
- b. publications, presentations and conference participation;
- c. experience outside tertiary education in industry, business or government employment; and
- d. leadership in local, state or national advisory bodies and/or community organisations.

(16) The Office of the Deputy Vice-Chancellor Academic will forward all confidential staff information to People & Culture, who will retain the information against the staff personnel file. The Office of the Deputy Vice-Chancellor Academic will maintain records of all approved exceptions.

Section 5 - Roles and Responsibilities

Who	Responsibilities
Deans	To submit documentary evidence of prospective or current staff work history, academic qualifications and any other information relevant to applying the policy, for Deputy Vice-Chancellor consideration. To follow up approved exceptions with People & Culture for completion of contracts.
Office of the Deputy Vice-Chancellor Academic	To retain a record of each exception signed off by Deputy Vice-Chancellor, by Faculty, with reasons approved for recognition of academic equivalence.
People & Culture	To retain records of staff working history and academic qualifications with the approved reasons for exceptions, within personnel files.

Status and Details

Status	Historic
Effective Date	26th March 2023
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Approval Authority	Academic Board
Approval Date	27th March 2023
Expiry Date	31st December 2024
Custodian	Wendy Flint Chief People Officer
Responsible Manager	Ethan Althofer Program Manager
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