Academic Staff Qualifications and Professional or Industry Experience Equivalence Procedure

Section 1 - Purpose

(1) This Procedure ensures that the University of Canberra's (the University's) current and prospective academic staff, whether employed by the University or other Third-Party Provider, either:

a. are qualified in a relevant discipline at least one Australian Qualifications Framework (AQF) level higher than is awarded for the course of study
b. have equivalent professional or industry experience.

(2) This Procedure provides the criteria for determining professional or industry experience equivalent to AQF qualification types.

Section 2 - Scope

(3) This Procedure applies to current or prospective academic staff, whether employed by the University or other Third-Party Provider, who either:

a. teach students enrolled in coursework units or courses
b. supervise higher degree research students.

(4) The Procedure also applies to coursework units in the University's higher degrees by research courses. For information on the supervision of higher degree research candidates, see the Higher Degree by Research Supervision Policy and Procedure.

Section 3 - Policy

(5) Refer to the Academic Staff Qualifications and Professional or Industry Experience Equivalence Policy.

Section 4 - Procedure

Assessment of professional or industry experience equivalence

Criteria

(6) The following table contains criteria that is considered the minimum requirements under the Higher Education Standards Framework (Threshold Standards) 2021. Faculties may require additional evidence or standards, as appropriate for different disciplines of study.

AQF LEVEL REQUIRED	PROFESSIONAL OR INDUSTRY EXPERIENCE EQUIVALENCE CRITERIA
Level 6 - Advanced Diploma, Associate Degree (for the purpose of teaching at Level 5)	• Level 5 qualification and current registration to practice within the relevant profession if appropriate PLUS EITHER • 3 years full-time equivalent (FTE) relevant professional or industry experience in the last 5 years OR • enrolment in a relevant level 6 (Advanced Diploma, Associate Degree) course, plus at least 3 years of relevant professional or industry experience
Level 7 – Bachelor Degree (for the purpose of teaching at Level 6)	• Level 6 qualification and current registration to practice within the relevant profession if appropriate PLUS EITHER • 3 years FTE relevant professional or industry experience in the last 5 years OR • enrolment in a relevant level 7 (Bachelor degree) course, plus 3 years of relevant professional or industry experience
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 if appropriate PLUS EITHER • 3 years FTE relevant professional or industry experience in the last 5 years OR • enrolment in a relevant level 8 (Honours, Graduate Certificates, Graduate Diplomas) course, plus 3 years of relevant professional or industry experience
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 if appropriate PLUS EITHER • 5 years FTE relevant professional or industry experience in the last 10 years OR • enrolment in a relevant doctoral program plus 5 years of relevant professional or industry experience ----- • Level 7 qualification and current registration to practice within the relevant profession if appropriate PLUS EITHER • 10 FTE years relevant professional or industry experience OR • enrolment in a relevant level 9 (masters) course, plus 5 years of relevant professional or industry experience
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 • 10 years FTE relevant professional or industry experience with at least five of those years at a senior level OR • Enrolment in a relevant doctoral program plus 10 years of relevant professional or industry experience OR • demonstrated track record in research publications OR • 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.)

Assessment

(7) Equivalency assessments are conducted by the Faculty Dean and Head of School or equivalent using the Professional or Industry Experience Equivalence Form. This assessment must be evidence-based and document

how the appropriate level of skills, knowledge and the application of skills and knowledge as specified in the AQF have been met.

(8) In assessing the professional or industry experience of an academic, the Faculty Dean and Head of School or equivalent may consider broader skills or qualifications beyond those described in table above such as:

a. research and/or creative work/projects at an advanced level
b. peer-reviewed publications, presentations and conference participation in the field of education
c. experience outside tertiary education in industry, business, government, health care, private practice or community health employment
d. leadership in local, state or national advisory bodies and/or community organisations
e. leadership in the development of professional or industry standards
f. performing in a role that requires higher order judgement and the provision of expert advice, or roles at a senior level
g. managing significant projects in the field
h. testimonials, awards or other recognition that acknowledges leadership or expertise in the field of education
i. contributions in the field of education through participation in advisory boards and professional or industry networks
j. leadership or management of research acknowledged by peers.

(9) If the Faculty Dean and Head of School or equivalent assesses the academic as not having equivalency, they must notify People & Culture (P&C) that the academic's assessment was not successful. The Faculty hiring manager will inform the applicant.

(10) If the Faculty Dean determines that an exception could be made for an unsuccessful assessment, they may request an exception from the Deputy Vice-Chancellor (DVC).

(11) Academic staff who may not fully meet the standard for knowledge, skills and qualification or experience required for teaching or supervision may still undertake teaching activities but must have their teaching guided and overseen by academic staff who does meet the requirements of the Threshold Standards 2021 and this Procedure.

Approval

(12) If the Faculty Dean assesses the academic as having equivalency, they must submit the Professional or Industry Experience Equivalence Form to the DVC for review as part of offer approval in the University Human Resource system. Applications for academic staff engaged under an exception must also be processed using this form.

(13) If the Faculty Dean is requesting an exception (per clause 10) for continuing, fixed-term and contingent continuing academic staff, approval must be sought before the offer of employment is complete.

(14) If the Head of School or equivalent is requesting an exception for sessional academic staff, approval must be sought from the Faculty Dean before the offer of employment is complete.

(15) The following outcomes may follow this review:

APPROVED	NOT APPROVED
• DVC approves the job offer in the University Human Resource system. • For existing academic staff, the Faculty hiring manager submits the completed Professional or Industry Experience Equivalence Form to P&C • For new academic staff, the completed Professional or Industry Experience Equivalence Form is submitted to the DVC for review as part of the offer approval.	• DVC notifies Faculty Dean that the assessment is not approved. • Faculty hiring manager notifies academic that the equivalency assessment is not approved.

(16) Faculty Deans must seek DVC approval for exceptions to this Procedure.

Recordkeeping

(17) P&C will store records all successful and unsuccessful assessments of equivalency in the Human Resources System.

(18) The Performance Development Plan must include an appropriate supervision plan and evidence of scholarship in the academic staff's discipline and in learning and teaching.

Equivalency expectations

(19) The following table provides information on equivalency exemptions for certain positions:

POSITION	AQF QUALIFICATION EXEMPTION	PROFESSIONAL OR INDUSTRY EXPERIENCE REQUIREMENTS
Occasional guest lecturers	Exempted from holding a qualification at least one AQF level higher than the course(s) being taught, provided they have their teaching guided and overseen by staff who meet the standard set out in Section (5) of this procedure.	A level of knowledge and expertise that will add value to the teaching of the relevant discipline area
Tutors	No exemption	Relevant professional or industry experience
University clinical coordinators and other work placement coordinators	At least a bachelor's qualification	5 years full time equivalent professional or industry experience in the past 10 years if they: • support student acquisition of workplace skills and experience • may assess workplace skills and experiences as part of a student's learning

Section 5 - Roles and Responsibilities

WHO	RESPONSIBILITIES
Faculty Dean	• To submit documentary evidence academic staff work history, academic qualifications and any other information relevant to applying the Academic Staff Qualifications and Professional or Industry Experience Equivalence Policy, for consideration by the Deputy Vice-Chancellor (DVC). This is needed when: ◦ Staff members are first employed ◦ Staff members are requested to teach in a course or unit at a higher AQF level than they were initially employed for • To follow up approved exceptions with People and Development for completion of employment contracts.
Deputy Vice-Chancellor (DVC)	• Does not approve equivalence of qualifications and their equivalent professional or industry experience. • Ensures that equivalence has been approved at the faculty level as part of approving employment offers to academic staff in the University Human Resource system.
People & Culture (P&C)	• To retain records of staff working history and academic qualifications with the approved reasons for exceptions, within personnel files. • To maintain a record of all equivalency assessments for qualifications and professional or industry experience, applied to academic staff who do and do not meet the requirements. • The above records must be maintained in the HR Online system.

Section 6 - Definitions

TERMS	DEFINITIONS
Academic staff	Continuing, fixed term, contingent continuing and sessional staff.
Australian Qualifications Framework (AQF)	The national policy for regulated academic qualifications in Australian education and training. It incorporates the quality assured academic qualifications from each education and training sector into a single comprehensive national academic qualifications framework.
Equivalency	Professional or industry experience in lieu of AQF qualifications.
Professional or Industry Experience	Experience obtained through practice of a profession, including teaching experience, professional practice, scholarship and from which the professional competency, skills, knowledge and learning outcomes achieved can be assessed. Or industry experience in the relevant field including technical and/or leadership competencies, skills and knowledge.
Qualification	A formal record awarded at the completion of successful study.
Third-Party Provider	A legally established entity separate from the University of Canberra (although it may be an entity controlled by the University) with which the University has a legal relationship for the purposes of delivering University accredited units and courses to students.

Status and Details

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