Recognition of Equivalence in Academic Staff Procedures

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In developing this procedure the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

PURPOSE:

This policy provides the guidelines for professional experience equivalence to Australian Qualification Framework (AQF) qualification types and follows the Tertiary Education Quality and Standards Authority 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.

SCOPE:

These guidelines apply to current or prospective academic staff teaching students enrolled in coursework units or courses, whether employed by the University of Canberra, the University of Canberra College or other Third Party Provider.

They do not apply to academic staff involved in the supervision of candidates enrolled in University of Canberra higher degrees by research courses. Guidelines for such staff are covered in Higher Degrees by Research: Policy and Procedures (Gold Book).

PROCEDURE:

Faculty guidelines

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 UC 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 • 3 years relevant professional experience in the last 5 years OR • enrolment in a relevant level 9 (masters) course, plus some relevant professional experience, together totalling 3 years.
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 • 5 years relevant professional experience in the last 10 years OR • 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 • 10 years FTE relevant professional experience with at least five of those years at a senior level OR • Enrolment in a relevant doctoral program plus some relevant professional experience together totalling 10 years 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.)*

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 AQF Second Edition January 2013 (and subsequent addendum).

Exceptions

1. 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.
2. 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.

3. 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.

4. 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.

5. Faculty deans must demonstrate that they have assessed an academic staff member's equivalence claims for the relevant AQF level.

6. Faculty deans must provide Human Resources (HR) 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.

7. Human Resources must maintain appropriate records to ensure the University can meet its reporting responsibilities to TEQSA.

8. Faculty deans must seek the approval of the Deputy Vice Chancellor (Academic) (DVC(A)) for exceptions to these guidelines. 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 AQF Second Edition January 2013 (and subsequent addendum) have been met.

9. In preparing a case deans may assess broader skills or qualification such as:
    - research and/or creative work/projects at an advanced level;
    - publications, presentations and conference participation
    - experience outside tertiary education in industry, business or government employment;
    - leadership in local, state or national advisory bodies and/or community organisations.

10. The Office of the DVC(A) will forward all confidential staff information to HR, who will retain the information against the staff personnel file. The Office of the DVC(A) will maintain records of all approved exceptions.

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 DVC(A) consideration. To follow up approved exceptions with HR for completion of contracts.
DVC(A) Office	To retain a record of each exception signed off by DVC(A), by Faculty, with reasons approved for recognition of academic equivalence.
Human Resources	To retain records of staff working history and academic qualifications with the approved reasons for exceptions, within personnel files.

GOVERNING POLICY AND LEGISLATION:

National standards, policy and legislation on which these guidelines are based are:

- Australian Qualifications Framework Second Edition January 2013
- Commonwealth of Australia Tertiary Education Quality and Standards Agency Act 2011
- Commonwealth of Australia Tertiary Education Quality and Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2011 (specifically section 4.2 of Course Provider Accreditation Standards)