

Academic Staff Teaching Qualifications and Equivalent Professional Experience Procedures

Section 1 - Purpose and Scope

(1) These Procedures establish how the University ensures that academic staff appointed to teach students enrolled in coursework courses are qualified to an appropriate level in the relevant discipline, as required by legislation.

Scope

(2) These Procedures apply to all current and prospective academic staff, including casual academic staff, who teach students enrolled in coursework courses and units, including those practicums/placement units and delivered through the University's educational partnerships.

(3) These Procedures do not apply to guest lecturers.

Section 2 - Definitions

(4) The [Definitions \(Academic\) Policy](#) applies to this Policy.

Section 3 - Policy Statement

(5) Academic staff will normally have a qualification at least one Australian Qualifications Framework (AQF) level higher than the course they teach.

(6) Due to the level of academic leadership required, Course Coordinators, Unit Assessors, and Associate Dean (Education)s, must meet clause (18) requirements.

(7) In some fields of education (for example, those which are professionally focussed, emergent academic disciplines or highly professional specialist subjects within a discipline), academic staff may be deemed suitably qualified based on a combination of their AQF qualifications and professional experience equivalence.

(8) Professional experience equivalence to teach in coursework courses may be established based on consideration of:

- a. Teaching experience, scholarship activity and a range of professional experience;
- b. The minimum academic qualifications;
- c. Any specific criteria for assessing equivalence at each AQF level.

(9) The eligibility of teaching staff is assessed against the criteria set out in clause (18).

(10) Where a staff member does not meet all criteria specified in clause (18) the following applies:

- a. The staff member must be supervised for one academic year equivalent by an appropriate senior academic who takes responsibility for assuring the quality of teaching in the unit and providing mentorship; and

- b. Supervision includes moderation of marked work.
- c. At the end of this period the supervisor will decide if the staff member has met the requirements for teaching coursework units and will consult with Human Resources, if required.

(11) Depending on the role being recruited for, Course Coordinators, Discipline Chairs, Associate Dean (Education)s or Executive Deans/College Deans will be responsible for assessing qualifications and approving equivalent professional experience and recording their determinations in UCMS.

(12) In cases whereby a staff member does not have AQF+1 and they meet criteria in clause (18), the delegated approver will provide written confirmation of how the staff member meets the criteria including the evidence that was assessed. The approver is responsible for keeping accurate records.

(13) Executive Deans/College Deans are responsible for ensuring all teaching staff are qualified to the standards set out in these Procedures and that the Faculty or College maintain appropriate records.

(14) For educational partners, the Academic Director, or equivalent, is responsible for ensuring all teaching staff are qualified to the standards set out in these Procedures. The Educational Partnership Manager is responsible for keeping accurate records of all staff approvals.

Monitoring and Reporting Requirements

(15) Annually, BIQ will report to the Academic Standards and Quality Committee on the incidences where the eligibility of teaching staff is based on their professional experience equivalence.

Section 4 - Qualifications and Equivalence Requirements

(16) Academic staff who are assessed on a combination of formal qualifications and professional experience should have formal qualifications at least the same level as that being taught. Professional experience will only be used to assess one AQF Level above that being taught and professional experience must be current and relevant to area being taught.

(17) In the case of nested courses, the academic staff member must meet the AQF+1 or equivalent requirements for the highest course in the nested arrangement, or be subject to meeting conditions of clause (10).

(18) The criteria below are considered minimum requirements and Faculties, Colleges and Educational Partners may require additional evidence or standards.

Course AQF Qualification Level being taught	Minimum AQF Qualification of Staff in same or cognate discipline	Professional Experience Equivalence Criteria
Level 5 Diploma	Level 7 Bachelor Degree	No equivalence recognised
Level 6 Associate Degree Advanced Diploma	Level 7 Bachelor Degree	No equivalence recognised
Level 7 Bachelor Degree	Level 8 Bachelor Honours Degree Graduate Certificate Graduate Diploma	AQF Level 7 qualification (Bachelor degree) and current registration or equivalent to practise within the relevant profession (if relevant) plus either: a) 3 years relevant professional experience in the last 5 years; or b) enrolment in an AQF Level 8 or above program plus relevant professional experience in the last 5 years, totalling 3 years.

Course AQF Qualification Level being taught	Minimum AQF Qualification of Staff in same or cognate discipline	Professional Experience Equivalence Criteria
Level 8 Bachelor Honours Degree Graduate Certificate Graduate Diploma	Level 9 Master Degree	AQF Level 8 qualification and current registration or equivalent to practise within the relevant profession (if relevant) plus either: a) 5 years relevant professional experience in the last 10 years; or b) enrolment in a relevant AQF Level 9 (Master) or above program plus relevant professional experience in the last 10 years, together totalling 5 years.
Level 9 Master by Coursework	Level 10 Doctorate	AQF Level 9 qualification and current registration or equivalent to practise within the relevant profession (if relevant) plus either: a) 5 years relevant professional experience in the last 10 years; or b) enrolment in a relevant AQF Level 10 (doctoral) program plus relevant professional experience in the last 10 years, together totalling 5 years.

Evidence to support professional experience equivalence

(19) Any verifiable source of relevant evidence may be considered in determining the weight and value of the professional experience. This includes, but is not limited to, evidence of:

- a. Current registration or equivalent to practise within the relevant profession (if relevant);
- b. Leadership in the development of professional standards;
- c. Performing in a role that requires high order judgment and the provision of expert advice, or roles at a senior level;
- d. Managing significant projects in the field;
- e. Testimonials, awards or other recognition that recognises leadership or expertise in the field;
- f. Contribution in the field through participation in advisory boards and professional networks;
- g. Peer reviewed publications;
- h. Other publications such as books, reports and artistic works;
- i. Leadership or management of research acknowledged by peers;
- j. Teaching experience including teaching at lower AQF levels, delivery of professional development or public lectures.

Status and Details

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Responsible Executive	Thomas Roche Pro Vice Chancellor (Academic Quality) +61 2 66269148
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