


POLICY		
<p>Ref. to Legislative Frameworks:</p> <p>HESF2015: Standard 3.2.1 / 3.2.2 / 3.2.3 / 3.2.4 / 5.3.6</p> <p>SRTO2015: Standard 1.13 – 1.20 / 2.4</p>	Equivalence of Professional Experience to Academic Qualifications (Higher Education)	
Version: 2.1	Approved by: Academic Board	Issued on: 24/01/2018 Review by: 24/01/2020

Revision History

Current Version	Description of Change	Policy Developer(s)	Effective Date
2.1	<p>Removed references to HESF 2011</p> <p>Updated the layout to be aligned with the current template</p> <p>Revised the policy in accordance with the recently published AAPoly Academic Teaching Requirements Framework</p>	Quality Assurance Support Officer	24/01/2018

PURPOSE

This policy aims to produce consistency in the judgement of equivalency of professional experience to qualifications of Higher Education academic staff of Academies Australasia Polytechnic (AAPoly).

POLICY STATEMENT

AAPoly Higher Education academic staff who teach award courses must be appropriately qualified in the relevant discipline, have a sound understanding of current scholarship and/or extensive professional practice in the discipline that they teach; and demonstrate an understanding of the pedagogical and/or adult learning principles relevant to the students being taught¹. Academic staff with responsibilities for academic oversight and those with teaching and supervisory roles in courses or units of study are equipped for their roles, including having a qualification in a relevant discipline at least one level higher than is awarded for the course of study, or equivalent relevant academic or professional or practice-based experience and expertise.

SCOPE

This policy applies to existing and new appointments of permanent and sessional Higher Education academic staff who hold responsibilities in academic oversight and/or teaching.

DEFINITIONS

Discipline	Refers to a defined branch of study or learning. ²
Relevant discipline	Similar Broad Field of Education. For assessment purposes, the ASCED code for the course and the subject being taught will be used to determine discipline relevance of the lecturer's qualifications. The Academic Board ³ has decided that the alignment to the first four digits of the ASCED code would meet the "relevance" test. Where the course is offered within an interdisciplinary context, the ASCED code alignment can be much broader.
Verifiable	Can be verified as authentic and truthful
Professional experience	Experience that one has gathered through his/her professional work, from which knowledge, skills, competency and expertise are demonstrated to the extent that they meet specific formal learning outcomes

¹ HESF 2015

² <https://www.aqf.edu.au/sites/aqf/files/discipline-explanation.pdf>

³ Academic Board minutes of 12 January 2018.

POLICY

1. Higher Education academic staff must have relevant qualifications and verifiable depth and breadth of experience to meet the regulatory requirements to teach award courses and which are adequate to facilitate students' learning experiences to attain the expected learning outcomes.
2. Higher Education academic staff:
 - a. Must have a qualification in a relevant discipline, at least one level higher than the subject that they teach (AQF+1);
 - b. For academic staff who is facilitating/coordinating/have academic oversight responsibilities, AQF+1 in the relevant discipline is mandatory.
 - c. Teaching staff without academic oversight and who may not fully meet the standard (AQF+1 in the relevant discipline)
 - o Must have qualification in the relevant discipline up to the same level as the subject that they teach (AQF)
 - o will be assessed against the "Professional Equivalency Assessment Rubrics" in lieu of the required level of formal qualifications (i.e. AQF+1).
3. Academic staff with overseas qualifications are required to provide evidence of the equivalency of their qualifications to those granted by Australian based institutions.
4. Staff without appropriate qualification or experience may teach components of a subject under the supervision of staff with appropriate qualifications and experience.
5. Evidence to support decisions about equivalence of experience of staff is made by the Academic Dean or nominee. The details of required evidence are iterated in the pursuant procedure, which may include but are not limited to:
 - certificates, testamurs or transcripts of professional qualifications;
 - certificates of completion or participation in professional development;
 - copies of or electronic access to publications, presentations and work in progress;
 - documentary references by peers and/or evidence of public standing;
 - documentary evidence of contributions to their discipline;
 - verifiable material demonstrating research and/or creative work/projects;
 - verifiable professional experience in industry, business, government or community sectors at the local, national or international context.
6. Existing academic staff with AQF, rather than an AQF+1 qualification would need to demonstrate a "100 points" equivalency from verifiable combination of evidence, using the "Professional Equivalency Assessment Rubrics".
7. In making an assessment of equivalence of experience to qualifications, the Academic Dean or nominee will:
 - carry out their duties under this policy and associated procedures;
 - take into account all factors in this policy and all evidence provided by the prospective or existing staff member and assess the evidence of experiences other than formal qualifications as to their equivalence to formal qualifications;

- document all evidence submitted and the assessment they have made as to how that experience meets contemporary regulatory requirements for qualifications;
- make recommendations of further education, training or experience and/or mentoring necessary to supplement deficits for a specific academic staff member not deemed fully qualified, in the form of a professional development plan according to the schedule in the associated procedures;
- retain a record of all deliberations for quality assurance and audit.

RESPONSIBILITIES

The Academic Dean is responsible for:

- communicating the policy and procedure to all stakeholders;
- monitoring the implementation of this policy;
- reviewing evidence of qualifications and experience and assessing equivalence according to the procedures associated with this policy;
- developing appropriate professional development plans for academic staff not yet fully qualified according to the procedures associated with this policy;
- conducting annual reviews of this policy.

The HR Manager is responsible for:

- collating records of supervision and/or professional development and monitoring their implementation through quarterly follow up with the relevant responsible officers;
- initiating an annual review of all staff professional development.

The Heads of Academic Departments are respectively responsible for:

- implementing this policy in their departments;
- ensuring any professional development plans that exist are effectively implemented.

FEEDBACK

Please email the Academic Dean through academicdean@aapoly.edu.au to raise any question or feedback about this policy. The Dean will respond in writing to the question or feedback within two (2) weeks after the receipt, unless extenuating circumstances require an urgent response. The query or feedback will be recorded in the Continuous Improvement or Corrective Action register for quality assurance purposes.

References

Source	Document Title	Version/Date
Internal	Academies Australasia Group Code of Conduct	Current in Annual Report 2016/2017
	Academies Australasia Group Corporate Governance Statement	
	AAPoly Academic Teaching Requirements Framework	Published on 8 November 2017
	AAPoly Equivalence of Professional Experience to Qualifications Procedure	v. 2.1/24012018
	AAPoly Staff Professional Development Policy and Procedure	v. 4.2/20112017
	AAPoly Staff Recruitment and Selection Policy and Procedure	v. 4.2/20112017
External	ASQA Standards for Registered Training Organisations	2015
	Higher Education Standards Framework	2015
	TEQSA Guidance Note on Academic Governance	v. 2.0/23 April 2016
	TEQSA Guidance Note on Equivalence of Professional Experience to Academic Qualifications	v. 2.2./11 October 2017