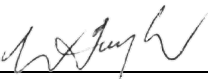


Procedure Name	ACADEMIC STAFF - QUALIFICATIONS AND EQUIVALENCE PROCEDURE
Procedure Number	A013_PR_HE (Academic)
Purpose	This procedure provides the processes for assessing professional experience equivalence of academic staff to teach at Higher Education Australian Qualification Framework (AQF) aligned levels.
Scope	This procedure applies to all academic staff teaching higher education subjects delivered by Whitehouse.
Procedure	<ol style="list-style-type: none"> 1. The Academic Director is responsible for ensuring that academic staff are of appropriately qualified and that where relevant their professional experience meets the requirements outlined in the Academic Staff -Qualifications and Equivalence Policy. Anyone who is not qualified to at least one AQF level of qualification higher than the course of study being taught must provide evidence to the Academic Director demonstrating equivalence to the required standard through current and relevant professional experience or a combination of current and relevant professional experience and study, as specified in the Academic Staff – Qualifications and Equivalence Policy. 2. Where evidence provided does not map to the relevant AQF level the Academic Director can approve an individual’s employment as an occasional guest lecturer or part time teacher by exception, providing they demonstrate they can bring a level of knowledge and expertise which will add value to the relevant discipline area, as demonstrated through educational qualifications and/or current and relevant professional experience. 3. Examples of evidence which can be considered when assessing the professional experience of an individual and mapping it to the relevant AQF level include: <ul style="list-style-type: none"> • certified copy of highest qualification • leadership in the development of professional standards • senior level role or performing a role that requires high order judgment and the provision of expert advice • research and/or creative work/projects at an advanced level relating to the field of study • managing significant projects in the relevant area of expertise • awards or other recognition that acknowledges leadership or expertise in the relevant discipline area • contributions to relevant field of study through participation and leadership in advisory boards, and/or professional associations and networks, and/or community organisations • publications, presentations • list of verified evidence of equivalence provided mapped to equivalence table • Professional experience in industry, business or government employment.

	<ol style="list-style-type: none"> 4. The Academic Director must also ensure that where evidence provided does not map to the relevant AQF level that and individual is employed only as an occasional guest lecturer or part time teacher and is supervised by an experienced academic staff member who meets the relevant AQF level. 5. A register documenting the types of evidence that were submitted and assessed to demonstrate professional equivalence, the decision made and the rationale for the decision should be maintained by Staff Administration to provide documentary evidence of the types of evidence that were submitted and assessed, who conducted the assessment, the decision made and the rationale for the decision to employ an academic staff member who does not meet the TEQSA Guidance Note: Determining Equivalence of Professional Experience and Academic Qualifications. 6. The Learning and Teaching Assessment Curriculum Committee (LTACC) is responsible for ensuring maintenance of this procedure and ensuring that it complies with relevant legislation and is implemented, monitored and reviewed to evaluate its continuing effectiveness.
Relevant Legislation	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2015 • TEQSA Guidance Note: Determining Equivalence of Professional Experience and Academic Qualifications • 2016 Higher Education Support Act (2003) • Australia Qualifications Framework (AQF) • Education Services for Overseas Students Act 2000 (ESOS) • Commonwealth Register of International Courses for Overseas Students (CRICOS)
Key Related Documents	<p>Qualifications and Equivalence Procedure</p> <p>Academic Credit / Recognition of Prior Learning Policy</p> <p>Academic Credit / Recognition of Prior Learning Procedure</p> <p>Code of Conduct</p> <p>Staff Handbook</p>
Responsible Officer	Academic Director
Approval Authority/ Authorities	<p>Executive Directors</p> <p>Academic Board</p>
Date Approved	10/04/2017
Date of Commencement	11/04/2017
Date for Review	11/04/2020
Documents superseded by this Procedure	Qualifications and Equivalence Policy and Procedure December 2014

Amendment History	<p>05/2018 Re-branding – Header & Footer only</p> <p>11/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments</p>		
Signed and dated for Whitehouse Pty Ltd		Les Taylor	30/05/2018
	Signature	Name	Date

INFORMAITON FOR PUBLISIHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management LTACC Academic Staff Administration Staff Students