PROFESSIONAL EQUIVALENCE ACADEMIC QUALIFICATIONS PROCEDURE

Policy Code	HR12
Policy Lead	Academic Dean
Approving Authority	Academic Board
Approval date	28 June 2024
Commencement date	01 July 2024
Next Review Date	April 2027
Version	2024.2
Relevant legislation or external requirements	Higher Education Standards Framework (Threshold Standards) 2021 (HESFs: 2.1.3, 3.2, 5.4, 6.3.1) Australian Qualifications Framework (AQF) Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
Related ASA Documents	Academic Titles Policy Academic Titles Procedure Professional Equivalence Academic Qualifications Policy Quality Assurance Framework Register of Professional Equivalence of Academic Qualifications Scholarly Activity Policy Scholarly Activity Procedure Staff Recruitment and Selection Policy Staff Recruitment and Selection Procedure Staff Induction Policy Staff Induction Procedure Staff Professional Development Policy Staff Professional Development Procedure Staff Performance Management Policy Staff Performance Management Procedure

1. Purpose

This Procedure supports the ASA Institute of Higher Education's (**ASA**) commitment to ensuring that ASA's academic staff members are appropriately qualified in the relevant discipline in accordance with Standard 3.2.3 paragraph c, of the Higher Education Standards Framework (Threshold Standards) 2021 (**HESFs**).

2. Scope

This Procedure applies to all academic staff members (including prospective academic staff) who teach and assess students enrolled in ASA courses. This Policy does not apply to guest lecturers and speakers.

3. Procedure

3.1 Assessing equivalence

1. Academic staff are recruited under the processes outlined in the *Staff Selection and Recruitment Policy* and associated procedure.

2. Where a potential academic staff member is deemed to have valuable appropriate expertise but does not meet the minimum requirements as outlined in the *Professional Equivalence Academic Qualifications Policy*, then an Assessment of Professional Equivalence must be made and authorised prior to appointment.

3. ASA may recognise equivalent experience in place of a higher education qualification only where this satisfies a particular educational need of the course that cannot reasonably be addressed in other ways. This may only occur where the candidate's experience demonstrates achievements equivalent or superior to the otherwise required qualification.

4. An Assessment of Professional Equivalence is completed in conjunction with the relevant Course Coordinator/Senior Lecturer and Chair of the Selection Panel. A completed Assessment of Professional Equivalence is submitted to the Academic Dean, or in cases where the Academic Dean is the Chair, the CEO for authorisation.

5. The Assessment of Professional Equivalence should be accompanied by the submission of the *Academic Staff Portfolio and Activity Planner,* see the *Scholarly Activity Policy* and the *Scholarly Activity Procedure* for additional details.

6. The Academic Dean, or CEO as appropriate, must authorise the assessment of professional equivalence and approve any required supervision or professional development arrangements for the employee.

3.2 Evidence of Equivalence

1. ASA requires documentary evidence for confirmation of these requirements. The experience being assessed must have occurred within the last five (5) years.

2. Equivalent experience must be current and directly relevant to the course of study.

3. Each case must be assessed on its merit and approved by the Academic Dean.

4. Professional experience equivalence is usually granted for one AQF level increment only. This may be varied in exceptional circumstances in consultation with the Academic Dean and CEO.

5. In assessing professional experience within a relevant discipline, the principle is that the professional experience of the staff member should provide them with the skills and knowledge equivalent to holding the relevant academic qualification. Therefore, the professional experience should be mapped to the relevant AQF levels to provide evidence of equivalence. The following types of professional experiences may be indicative of equivalence:

   a. performing in a role requiring high order judgement and provision of expert advice;

   b. performing in a senior-level role;

   c. management of significant projects in the field;

   d. leadership in the development of professional standards;

   e. testimonials, awards, or other recognition that acknowledges leadership or achievement in the discipline;

   f. contributions to a discipline through participation in governing bodies, advisory boards, or professional networks;

   g. peer-reviewed publications in a relevant discipline;

   h. other publications (e.g. books, reports) in a relevant discipline;

   i. professional presentations, conference papers or invited contributions; or

   j. leadership and/or management of research acknowledged by peers in a relevant discipline.

3.3 Monitoring

1. ASA collects data on academic staff, including by type of employment (e.g. casual staff). Student feedback on ASA's academic staff is sought at the end of each quarter.

2. ASA uses the collected data to monitor trends and emerging issues.

3. ASA will improve its academic workforce profile and assessment and recruitment processes based on the collected data.

4. The Academic Board and Board of Directors receive an annual report of appointments of staff under this Policy.

3.4 Implementation and communication

1. This procedure will be implemented and communicated through ASA via:

    a. announcement on ASA's webpage;

    b. internal circulation to all current and future academic staff;

    c. including in annual staff professional development.

2. The Academic Dean will provide notification to any applicant applying for professional equivalence academic qualifications.

3.5 Record Keeping

1. Appropriate records must be kept for all staff for whom an assessment of professional equivalence has been conducted. This includes authorisations of equivalence assessments and any accompanying evidence, together with information about any professional development or mentoring arrangements that have been put in place.

2. All validated qualifications of academic staff will be kept in their individual files in the Human Resources drive.

3.6 Appeals

1. Any existing academic staff member who wishes to appeal any decision made under this Policy and Procedure may do so under the Grievance section in the Staff Code of Conduct.

4. Responsibilities

1. The Academic Board is responsible for the implementation of the processes under this policy and procedure and its timely review.

2. The CEO, in conjunction with the Academic Dean, is responsible for:

    a. approving academic staff position descriptions; and

    b. overseeing the establishment of an adequate academic workforce profile.

3. The Academic Dean is responsible for:

    a. authorising assessments of equivalent experience and ensuring consistency over time; and

    b. approving any required supervision or professional development arrangements.

4. The Chair of the Selection Panel is responsible for ensuring that all appropriate procedures have been observed in the recruitment of academic staff and that all appropriate records are kept.

5. Course Coordinators/Senior Lecturers are responsible for:

    a. advising on the adequacy of professional equivalence in respect of a particular field of education, course, or unit of study;

b.   incorporating the outcomes of assessment of professional equivalence into academic staff professional development plans; and

c.   reporting to the Academic Dean on compliance with this Policy for all academic staff they supervise.

5.   Version Control

This Procedure has been reviewed and approved by the ASA Institute of Higher Education's Academic Board as at April 2024 and is reviewed every three years.

The Procedure, with associated policy, are published and available on the ASA Institute of Higher Education's website https://www.asahe.edu.au/policies-and-forms/.

Change and Version Control				
Version	**Authored by**	**Brief Description of the changes**	**Date Approved:**	**Effective Date:**
2024.2	Project Officer	Document formatting updated to reflect change of Trading Name to ASA Institute of Higher Education	28/06/2024 by CEO	01/07/2024
2024.1	Academic Dean and Chief Executive Officer	Updated policy to include HESF references, changes in regulatory compliances. Benchmarked against 12 other universities and Higher Education Providers.	03/04/2024	18/04/2024
Previous version archived. New Policy code and numbering system implemented.				
1.0		Academic Board approval	23/09/2019	

Appendix 1: Mapping of Professional Equivalence Form

AQF+1 Level Assessment (select one):	☐ Level 5
	☐ Level 6
	☐ Level 7
	☐ Level 8
	☐ Level 9

Type of Academic Role (select as appropriate):	☐ Teaching Staff ☐ Program Coordinator
	☐ Senior Lecturer ☐ Other

Staff (Applicant) Details

Given First Name(s):	Family Name:	Title:

Appointment Details

What course area will the applicant be an academic member of?

What program/s of study will the applicant be teaching, coordinating and/or leading at ASA?

1.

2.

What units will the applicant be teaching at ASA? *Enter the unit names.*

1.

2.

3.

4.

Supporting Documentation

Please list below the supporting document used to determine equivalency. *A copy of all documentation must be attached when submitting the completed form to the Academic Dean.*

Other Comments

Please provide below any other comments that may be helpful to the Academic Dean in their assessment:

Appendix 2: Guidelines for Qualification Equivalence AQF Level 6 Form

Criteria	How has the individual achieved equivalency in their professional experience?
Primary Criteria: *Applicant must meet the following criteria* **LEVEL 5 DIPLOMA** **AQF Level 5** <u>WITH EITHER</u> Minimum 3 years relevant professional fulltime experience in a relevant field and/or discipline area, together with a sound understanding of current scholarship in the discipline and demonstrated ability to engage students in intellectual inquiry. OR Enrolment in a relevant AQF Level 6 course plus relevant professional experience, together totalling 3 years. OR Current registration to practice within the relevant profession and/or full membership of a relevant professional organisation	*Minimum staff AQF Qualification Level:* **Level 6 Associate Degree**
Please provide title of qualification, conferring body and date of conferral.	
Activities performed by teacher if appointed: Assessment marking Assessment development Tutorial delivery Lecture delivery Other	 Yes / No Yes / No Yes / No Yes / No Yes / No
Course Coordinator (Signature): **Academic Dean (Signature):**	Date: Date:

Appendix 3: Guidelines for Qualification Equivalence AQF Level 7 Form

Criteria	How has the individual achieved equivalency in their professional experience?
Primary Criteria: *Applicant must meet the following criteria* **LEVEL 6 ASSOCIATE DEGREE** **AQF Level 6** <u>WITH EITHER</u> Minimum 3 years relevant professional fulltime experience in a relevant field and/or discipline area, together with a sound understanding of current scholarship in the discipline and demonstrated ability to engage students in intellectual inquiry. OR Enrolment in a relevant AQF Level 7 course plus relevant professional experience, together totalling 3 years. OR Current registration to practice within the relevant profession and/or full membership of a relevant professional organisation.	*Minimum staff AQF Qualification Level:* **Level 7 Bachelor Degree**
Please provide title of qualification, conferring body and date of conferral.	
Activities performed by teacher if appointed: Assessment marking Assessment development Tutorial delivery Lecture delivery Other	Yes / No Yes / No Yes / No Yes / No Yes / No
Course Coordinator (Signature): **Academic Dean (Signature):**	Date: Date:

Appendix 4: Guidelines for Qualification Equivalence AQF Level 8 Form

Criteria	How has the individual achieved equivalency in their professional experience?
Primary Criteria: *Applicant must meet the following criteria* **LEVEL 7 BACHELOR DEGREE** **AQF Level 7** AQF Level 7 plus registration to practice within the relevant profession and/or full membership of a relevant professional organisation. <u>WITH EITHER</u> Minimum 5 years relevant professional full-time experience in a relevant field and/or discipline area, together with a sound understanding of current scholarship in the discipline and demonstrated ability to engage students in intellectual inquiry. OR Enrolment in a relevant AQF Level 8 course plus relevant professional experience, together totalling 3 years.	*Minimum staff AQF Qualification Level:* **Level 8 Bachelor Honour's Degree** **Graduate Certificate** **Graduate Diploma**
Please provide title of qualification, conferring body and date of conferral.	
Activities performed by teacher if appointed: Assessment marking Assessment development Tutorial delivery Lecture delivery Other	 Yes / No Yes / No Yes / No Yes / No Yes / No
Course Coordinator (Signature): **Academic Dean (Signature):**	Date: Date:

Appendix 5: Guidelines for Qualification Equivalence AQF Level 9 Form

Criteria	How has the individual achieved equivalency in their professional experience?
Primary Criteria: *Applicant must meet the following criteria* **LEVEL 8 Graduate Certificate, Graduate Diploma AQF Level 8** AQF Level 8 plus current registration to practice within the relevant profession and/or full-membership of a relevant professional organisation. <u>WITH EITHER</u> Minimum 5 years relevant professional fulltime experience in a relevant field and/or discipline area, together with a sound understanding of current scholarship in the discipline and demonstrated ability to engage students in intellectual inquiry. OR Enrolment in a relevant AQF Level 9 course plus relevant professional experience, together totalling 5 years.	*Minimum staff AQF Qualification Level:* **Level 9 Masters Degree**
Please provide title of qualification, conferring body and date of conferral.	
Activities performed by teacher if appointed: Assessment marking Assessment development Tutorial delivery Lecture delivery Other	 Yes / No Yes / No Yes / No Yes / No Yes / No
Program Coordinator (Signature): **Academic Dean (Signature):**	Date: Date:

Appendix 6: Guidelines for Qualification Equivalence AQF Level 10 Form

Criteria	How has the individual achieved equivalency in their professional experience?
Primary Criteria: *Applicant must meet the following criteria* **LEVEL 9 Masters degree (coursework)** **AQF Level 9** AQF Level 9 plus registration to practice within the relevant profession and/or full membership of a relevant professional organisation. WITH EITHER Minimum 5 years relevant professional fulltime experience in a relevant field and/or discipline area, together with a sound understanding of current scholarship in the discipline and demonstrated ability to engage students in intellectual inquiry. OR Enrolment in a relevant AQF Level 10 course plus relevant professional experience, together totalling 5 years.	*Minimum staff AQF Qualification Level:* **Level 10 Doctorate by research or coursework**
Please provide title of qualification, conferring body and date of conferral.	
Activities performed by teacher if appointed: Assessment marking Assessment development Tutorial delivery Lecture delivery Other	Yes / No Yes / No Yes / No Yes / No Yes / No
Program Coordinator (Signature): **Academic Dean (Signature):**	Date: Date: