



**EXCELSIA
COLLEGE**
— Sydney —

Objects of Excelsia College

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the Objects of the College are the advancement of the Christian faith and higher education.

Document Number

PO-STU-26

Document Name

EQUIVALENCE OF PROFESSIONAL EXPERIENCE AND ACADEMIC
QUALIFICATIONS IN STUDENT ADMISSIONS

Document Status

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Approving Authority	Academic Board	August 2015
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1 Policy Statement

1. This policy provides the guidelines and criteria for the evaluation of professional experience equivalence to Australian Qualification Framework (AQF) qualification levels for the purposes of admission to programs of study.
2. The policy ensures the College carefully evaluates the equivalence of qualifications and experience for the purposes of admission, and that criteria for making appropriate and consistent decisions regarding equivalence for admission are explicit.

2 Scope

This policy applies to all student admissions and should be read in conjunction with PO-STU-08 Student Selection and Admission Policy and Procedure.

3 Responsibility

The following members of staff are responsible:

1. The Admissions Committee must assess all applications for equivalence.
2. The Chief Academic Officer must maintain appropriate records of equivalence in order to ensure the College can meet its reporting responsibilities to TEQSA.

4 Definitions

For the purpose of this Policy, the following definitions apply:

HSC – Higher School Certificate or equivalent

TAFE – Technical and Further Education

5 Principles

1. Prospective students will normally have the requisite level of qualification, without the need to rely on professional experience to demonstrate equivalence.
2. However, in some cases a combination of professional experience and qualifications may be deemed equivalent to a given level of qualification.
3. Where this is the case, professional experience must be current and relevant to the course for which admission is sought.

6 Related Documents and References

External Documents

The national standards, policy and legislation on which this Policy is based are the:

- (a) Higher Education Standards Framework (Threshold Standards), 2015
- (b) Australian Qualifications Framework, Second Edition, January 2013
- (c) Commonwealth of Australia Tertiary Education Quality and Standards Agency Act 2011.

Internal Documents

PO-STU-08 Student Selection and Admission Policy and Procedure.

7 Mapped to HESF

The content of this policy is mapped to the HESF 1.

8 Criteria

The criteria for equivalence listed below are considered minimal and, in any given case, the College may require additional criteria to be fulfilled in order to demonstrate equivalence.

AQF level of study for which admission is sought	AQF level of qualification required for admission	Statement of Equivalence
Level 6 Associate Degree	[HSC or equivalent]	School Certificate and/or relevant TAFE Diploma (or higher qualification) PLUS Successful completion of an Academic English Language Entrance Test AND Successful completion of an undergraduate Academic Study Skills Unit
Level 7 Bachelor Degree	[HSC or equivalent]	School Certificate and/or relevant TAFE Diploma (or higher qualification) PLUS Successful completion of an Academic English Language Entrance Test AND Successful completion of an undergraduate Academic Study Skills Unit
Level 8 Graduate Certificate, Graduate Diploma	[Level 7 Bachelor Degree]	Relevant TAFE Advanced Diploma PLUS 3 years relevant professional experience AND Successful completion of an Academic English Language Entrance Test AND Successful completion of a postgraduate Academic Study Skills Unit
Level 9 Masters by Coursework	[Level 7 Bachelor Degree; Level 8 Graduate Certificate, Graduate Diploma]	Relevant TAFE Advanced Diploma PLUS 5 years relevant professional experience AND Successful completion of an Academic English Language Entrance Test AND Successful completion of a postgraduate Academic Study Skills Unit

AQF level of study for which admission is sought	AQF level of qualification required for admission	Statement of Equivalence
Level 9 Masters by Research	[Level 8 Graduate Certificate, Graduate Diploma, Bachelor Honours]	Relevant Level 7 Bachelor Degree PLUS 5 years relevant professional experience AND Successful completion of an Academic English Language Entrance Test AND Successful completion of a postgraduate Academic Study Skills Unit
Level 10 Doctoral Degree	[Level 9 Masters by Research or Coursework]	Relevant Level 8 qualification (Bachelor (Hons), Graduate Diploma - NOT Graduate Certificate) PLUS 8 years relevant professional experience AND Successful completion of an Academic English Language Entrance Test AND Successful completion of a postgraduate Academic Study Skills Unit

“Relevant professional experience” may include but is not limited to:

- (a) research, scholarly or creative work
- (b) experience in tertiary education (e.g., tutoring, lecturing, some forms of administration)
- (c) experience outside tertiary education in industry, business or government and
- (d) leadership of local, state or national advisory bodies and/or community organisations.

9 Procedures

1. The Admissions Committee must assess all applications for equivalence.
2. Students seeking equivalence must provide all required documentation in order to be considered for admission.
3. The Chief Academic Officer must maintain appropriate records of equivalence in order to ensure the College can meet its reporting responsibilities to TEQSA.

10 Exceptions

Exceptions will only be approved by the Admissions Committee with report to the Academic Board.

11 Document History

This Policy has been amended as follows:

Version	Amendments / Date / Notes
Version 4	Minor updates in regards to national standards. Extension of existing policy sort. References and Policy Documents added. November 2020 AB.