



**EXCELSIA
COLLEGE**
Sydney - Australia

**THIS POLICY IS CURRENTLY UNDER REVIEW BY
ACADEMIC BOARD**

Document Name

**EQUIVALENCE OF PROFESSIONAL EXPERIENCE, RESEARCH AND ACADEMIC
QUALIFICATIONS FOR THE PURPOSES OF APPOINTING ACADEMIC STAFF**

Document Number

PO-STA-32

Document Status

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Purpose

1. This policy provides the guidelines and criteria for the evaluation of professional experience and research equivalence to Australian Qualification Framework (AQF) qualification levels for the purposes of appointing academic staff.
2. The policy ensures the College complies with the TEQSA requirement (4.2 Provider Course Accreditation Standards, Higher Education Standards Framework, 2011) that:
 - (a) academic staff who teach students are qualified to at least one Qualification Standards level higher than the course of study being taught or possess equivalent professional experience, and
 - (b) academic staff who supervise research students hold a doctoral degree in a field relevant to the candidate's proposed research, or have equivalent research experience.

Scope

This policy applies to all academic staff:

- (a) teaching students enrolled in coursework units and courses, and/or
- (b) supervising candidates enrolled in higher degrees by research.

Context

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

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

Principles

1. Academic staff will normally have the requisite level of qualification, without the need to rely on professional and/or research experience to demonstrate equivalence.
2. However, in some disciplines a combination of professional experience, research experience and qualifications in a relevant field, may be deemed equivalent to a given level of qualification.
3. Academic staff who are assessed on a combination of professional experience, research experience and qualifications in a relevant field **MUST** have formal qualifications to at least the same level as that being taught.
4. An exception to (3) applies to AQF Level 10, where possession of a Level 10 qualification would ameliorate the need for recognition of equivalence. In the case of Level 10 equivalence, the staff person must hold at least an AQF Level 9 qualification.
5. Professional and research experience must be current and relevant to the area being taught.
6. Where, in exceptional circumstances, coursework units are offered at more than one AQF Level, the qualification requirement of teaching staff relates to the highest AQF level in which any student in the unit is enrolled.

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	AQF Level of Degree Required	Statement of Equivalence
Level 6 Associate Degree	Level 7 Bachelor Degree	No equivalence is recognised. The minimum qualification level to teach any Excelsia College student is a bachelor degree.
Level 7 Bachelor Degree	Level 8 Bachelor Honours; Graduate Certificate, Graduate Diploma	A Level 7 qualification and current registration to practise within the relevant profession (where applicable) PLUS EITHER <ul style="list-style-type: none"> • 3 years relevant professional experience in the last 5 years OR <ul style="list-style-type: none"> • enrolment in a relevant Level 9 (Masters) course, plus relevant professional experience, together totalling 3 years
Level 8 Graduate Certificate, Graduate Diploma	Level 9 Masters by Research or Coursework	A Level 8 qualification and current registration to practise within the relevant profession (where applicable) PLUS EITHER <ul style="list-style-type: none"> • 5 years relevant professional experience in the last 8 years OR <ul style="list-style-type: none"> • enrolment in a relevant Masters program plus relevant professional experience, together totalling 5 years
Level 9 Masters by Research or Coursework	Level 10 Doctorate by Research or Research and Coursework	A Level 9 qualification and current registration to practise within the relevant profession (where applicable) PLUS EITHER <ul style="list-style-type: none"> • 7 years relevant professional experience in the last 10 years, with at least 3 of those years at a senior level OR <ul style="list-style-type: none"> • enrolment in a relevant doctoral program plus relevant professional experience, together totalling 7 years
Level 10 Doctoral Coursework Teaching	Level 10 Doctorate by Research or Research and Coursework	A Level 9 qualification and current registration to practise within the relevant profession (where applicable) PLUS EITHER <ul style="list-style-type: none"> • 10 years relevant professional experience in the last 12 years, with at least 5 of those years at a senior level OR <ul style="list-style-type: none"> • enrolment in a relevant doctoral program plus relevant professional experience, together totalling 10 years
Level 10 Doctoral Supervision	Level 10 Doctorate by Research or Research and Coursework	A Level 9 qualification and current registration to practise within the relevant profession (where applicable) PLUS EITHER <ul style="list-style-type: none"> • 10 peer-reviewed research publications in the last 8 years in a field relevant to the supervision OR <ul style="list-style-type: none"> • enrolment in a relevant doctoral program plus 6 peer-reviewed research publications in the last 5 years in a field relevant to the supervision

‘Relevant professional experience’ may include but is not limited to:

- experience in tertiary education (e.g., tutoring, lecturing, some forms of administration);
- experience outside tertiary education in industry, business or government; and
- leadership of local, state or national advisory bodies and/or community organisations.

Procedures

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

Exceptions

1. Occasional guest lecturers will be exempt from the requirement to hold a qualification to at least one Qualification Standards level higher than the course of study being taught but must be able to demonstrate a level of knowledge and expertise that enriches teaching in the relevant discipline area.
2. Tutors who are not responsible for unit coordination and who, combined with other guest lecturers and tutors, do not deliver more than 40 per cent of the teaching of a unit (for any given student) require qualifications at least at the same level as the course being taught, plus appropriate relevant professional experience.
3. College work placement coordinators who support students' acquisition of workplace skills and experience, and may assess those aspects of a student's learning, but are not responsible for unit coordination, require at least a Bachelor qualification plus five years relevant professional experience in the past ten years.
4. Other exceptions as may be approved by the Chief Academic Officer with report to the Academic Board.