

## PROFESSIONAL EXPERIENCE EQUIVALENCY POLICY: CCSC; EDUCATION

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### 1. PURPOSE

To provide criteria and guidance in the evaluation of professional experience equivalence to Australian Qualification Framework (AQF) qualification levels for the purposes of engaging academic staff.

### 2. DEFINITIONS

<b>Key Term or Acronym</b>	<b>Definition</b>
Academic Board	The Morling College Academic Board
AQF	Australian Qualification Framework
CCSC	The faculty of Counselling, Chaplaincy and Spiritual Care, including Professional Supervision
LTC	Learning and Teaching Committee
MC	Morling College
Senior level roles	Roles which include training, guidance or supervision of others; or the application of high level knowledge in a specialised field

### 3. SCOPE

This policy applies to academic staff teaching in the Faculty of Education and the Faculty of CCSC at Morling College and delivering at least 40% of the unit content.

### 4. POLICY STATEMENT

Morling College (MC) is committed to complying with the requirements of *Higher Education Standards Framework, 2021* section 3.2.c Staffing, which specifies that:

- (a) academic teaching staff must be qualified to at least one level of qualification higher than the course of study being taught (AQF+1) in a relevant discipline, or have equivalent relevant academic, professional or practice-based experience and expertise, 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.

This policy provides the criteria and guidelines to assess professional experience equivalence to AQF qualification types.

### 5. PRINCIPLES

#### Qualifications and Equivalency

- 5.1 Academic staff will normally have the requisite level of relevant qualification (N+1, where N equals the AQF level of the course being taught) without the need to rely on professional experience to demonstrate equivalence.
- 5.2 For some staff, a combination of professional experience and qualifications in a relevant field, may be deemed equivalent to a given level of qualification. For such staff, an assessment of equivalency must be made before approval to teach can be granted.
- 5.3 Academic staff who are assessed on a combination of professional experience and qualifications in a relevant field will normally have formal relevant qualifications to at least the same level as that being taught.
- 5.4 Professional experience must be current and relevant to the unit being taught.
- 5.5 Unless there are exceptional circumstances (see "Exceptions" below), professional experience will only be used to assess one AQF level above that being taught.
- 5.6 Assessment of equivalent experience will consider how the professional experience demonstrates achievement that is equivalent to the specific knowledge and skills established in the learning outcomes of the required AQF level being considered. It will also consider discipline specific requirements.

#### Professional Experience

- 5.7 'Relevant professional experience' may include but is not limited to:

- 5.7.1 Teaching experience (i.e. teaching at lower AQF levels, conducting professional development seminars, giving public lectures, scholarship and professional practice);
- 5.7.2 Experience outside tertiary education in industry, business or government; and
- 5.7.3 Leadership of local, state or national advisory bodies and/or community organisations.

#### Exceptions

##### ***Guest lecturers***

- 5.8 Occasional guest lecturers will be exempt from the requirement to hold a qualification to at least one AQF level higher than the course of study being taught, but must be able to bring a level of knowledge and expertise which will add value to the teaching of the relevant discipline area.

##### ***Emergencies***

- 5.9 In emergencies, such as the prolonged illness, accident, or misadventure of the designated and approved academic staff member, a case can be made by for replacing the staff member with one or more staff who satisfy the criteria for guest lecturers above.

##### ***Cases not covered by this policy***

- 5.10 MC recognises that there may be cases not covered by this policy. In such cases, an academically defensible case can be made to the Academic Board for each individual case. The first semester/study period of teaching activities undertaken by academic staff approved under this clause must be guided and overseen by a designated academic who is approved to teach at the AQF level of the course. Guidance and oversight in this context must include observation, guidance, and monitoring as set out below:
  - 5.10.1 Observation: Observation of at least one teacher directed learning session per semester for the first semesters/study periods of the academic's teaching in any unit field.
  - 5.10.2 Guidance: Meeting with the academic to facilitate reflection on the observed delivery and to provide feedback that informs teaching practice.
  - 5.10.3 Monitoring: Review of marks and grades awarded for assessment tasks as well as any student feedback and address any concerns.

#### Approving Academic Staff

- 5.11 The Academic Board is responsible for approving all academic staff prior to their delivering units in MC coursework courses.
- 5.12 The Academic Board delegates responsibility to the Learning and Teaching Committee (LTC) to make determinations on academic staff approvals which fall within this policy.

- 5.13 Where an academic staff approval does not clearly fit within the policy, the LTC will refer it to the Academic Board to make a determination of equivalence based on the criteria listed in clause 5.7.
- 5.14 Where approvals have been made based on equivalency, the Academic Board may require the lecturer be mentored by an experienced faculty member according to the criteria in clause 5.10.
- 5.15 Records of approval of staff based on equivalency assessments will be maintained in the *Register of Academic Staff: CCSC and Education*.
- 5.16 Approval of staff based on equivalency assessments will be reviewed by the LTC on an annual basis to ensure currency of equivalency and to review progress of staff towards completing an N+1 qualification.
- 5.17 Where circumstances have changed in relation to approvals based on equivalency, the LTC will notify the Academic Board of these changes.

**Evidence of Professional and Research Experience**

- 5.18 The evidence to be considered when assessing the professional experience of an individual may include evidence of:
  - 5.18.1 Leadership in the development or implementation of professional standards
  - 5.18.2 Performing in a role that requires high order judgement and the provision of expert advice, or roles at a senior level
  - 5.18.3 Managing significant projects in the field
  - 5.18.4 Testimonials, awards or other recognition that acknowledges leadership or expertise in the field of education
  - 5.18.5 Contributions in the field of study through participation in advisory boards and professional networks
  - 5.18.6 Peer reviewed publications in the field of study
  - 5.18.7 Other publications such as books and reports
  - 5.18.8 Leadership or management of research acknowledged by peers
  - 5.18.9 CCSC only: accredited supervisor

**Criteria**

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

<b>AQF Level (N)</b>	<b>AQF Level in relevant discipline required (N+1)</b>	<b>Equivalency Criterion</b>
Level 8 Graduate Certificate,	Level 9 Masters by Research or Coursework	A Level 8 qualification and experience in practice within the relevant profession (where applicable) <b>PLUS EITHER</b>

Graduate Diploma		<ul style="list-style-type: none"> <li>• 5 years relevant professional experience some of which was in the last 10 years OR</li> <li>• Enrolment and satisfactory progress in a relevant Masters program plus relevant professional experience, together totalling 5 years</li> </ul>
Level 9 Masters by Research or Coursework	Level 10 Doctorate by Research or Research and Coursework	<p>A Level 9 qualification and experience in practice within the relevant profession (where applicable)</p> <p><b>PLUS EITHER</b></p> <ul style="list-style-type: none"> <li>• 7 years relevant professional experience some of which was in the last 10 years, with at least 3 of those years at a senior level OR</li> <li>• Enrolment and satisfactory progress in a relevant doctoral program plus relevant professional experience, together totalling 7 years</li> </ul>

## 6. RELATED DOCUMENTS AND LEGISLATION

### Internal

- Academic Board Terms of Reference
- Academic Governance Policy
- Learning and Teaching Committee Terms of Reference
- Register of Academic Staff: CCSC and Education
- Research Committee Terms of Reference
- Recruitment and Selection Policy

### External

- Australian Qualifications Framework, Second Edition, January 2013
- Higher Education Standards Framework (Threshold Standards) 2021
- Tertiary Education Quality and Standards Agency Act 2011

## 7. REFERENCES

TEQSA Guidance Note, October 2017, 'Determining Equivalence of Professional Experience and Academic Qualifications'

Excelsia College, 2018, 'Equivalence of professional experience, research and academic qualifications for the purposes of appointing academic staff' Issue 3

## 8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
3.00	Academic Board	July 2024	July 2024	General review of policy. Addition of mentoring parameters in c5.10. Addition of c5.12-5.14 & 5.17. Clarification of LTC authority in c5.16. Formalisation of register in c5.15.
2.02	Policy Coordinator	Feb 2023	Feb 2023	Header table updated to latest version, including addition of keywords.
2.01	Academic Board	26 June 2019	26 June 2019	Substituted the word 'course' for 'unit' in 5.1
2	Academic Board	8 May 2019	8 May 2019	Major revision. Updating to reflect changes in structure and roles and adding text to reflect TEQSA Guidance notes. Equivalency Criterion changed to remove point system. Addition of 5.15. Procedural elements removed.
1	Academic Board	May 2016	May 2016	

*Download this policy anew with each use, as it may have changed.*