

APPROVED TEACHING QUALIFICATIONS FOR VET EDUCATORS PROCEDURE



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1 PURPOSE

- 1.1 This procedure outlines the [approved teaching qualifications](#) and process for recognising additional teaching qualifications for Vocational Education and Training (VET) educators at CQUniversity.

2 SCOPE

- 2.1 This procedure applies to CQUniversity VET educators.
- 2.2 This procedure refers to CQUniversity's requirements for teachers to progress beyond Step 4 of the VET educator salary scale, and not to the [Australian Skills Quality Authority's](#) (ASQA) requirements for VET teachers.

3 PROCEDURE

- 3.1 The University will appoint VET educators to the relevant salary scale outlined in the [Central Queensland University Enterprise Agreement 2017](#), commensurate with the VET educator's educational/industry qualifications and experience, and in accordance with the Classification Descriptors outlined in the Enterprise Agreement.
- 3.2 Before a VET educator can progress beyond Step 4 of the salary scale, they must possess an 'approved teaching qualification' as defined in this procedure. This requirement also applies for salary recognition at appointment, and when being considered for relieving in higher classified positions that require an approved teaching qualification in accordance with this procedure and the [Higher Duties Policy and Procedure](#).
- 3.3 Educators must demonstrate proof of Queensland College of Teachers (QCT) recognition, or completion of course by presenting an original or certified copy of an academic record or transcript to the People and Culture Directorate (pac@cqu.edu.au).
- 3.4 In addition to the requirements of this procedure, ASQA also requires that VET training and assessment is delivered by people with a minimum Certificate IV in Training and Assessment (TAE40116) or its successor, or a diploma or higher-level qualification in adult education.

Applying for higher level qualification recognition

- 3.5 Educators may apply to the University for their completed qualification to be recognised as an approved teaching qualification, by presenting proof of course completion through an original or certified copy of an academic record or transcript to the People and Culture Directorate (pac@cqu.edu.au). The People and Culture Directorate will liaise with the Deputy Vice-President (VET and Business Development) to decide if the qualification is acceptable.
- 3.6 The Deputy Vice-President (VET and Business Development) may consider qualifications beyond the approved teaching qualification list, where the educator:
- possesses a minimum three-year Bachelor Degree in education or training from a recognised tertiary education provider, with a focus on adult education. The qualification must include as part of the degree, a minimum of 50 hours supervised teaching in an educational setting
 - possesses a minimum three-year vocational Bachelor Degree e.g. engineering, business, etc., together with postgraduate qualifications at a minimum one year fulltime equivalent at Graduate Diploma level in adult education or training from a recognised tertiary education provider. A minimum of 50 hours supervised teaching in a vocational education setting must be included as part of the qualification, or
 - presents with a qualification, which does not include 50 hours supervised teaching in a vocational education setting, assessment of the qualification and any relevant teaching experience will be undertaken, in consultation with relevant stakeholders. If the qualification is deemed acceptable, it will be included in [Appendix 1](#) as an approved higher level teaching qualification.
- 3.7 Qualifications that are deemed acceptable will be recognised as approved teaching qualifications and listed in [Appendix 1](#).

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Deputy Vice-President (VET and Business Development) is responsible for implementing, monitoring, reviewing this procedure.
- 4.2 The Director People and Culture is responsible for ensuring compliance with this procedure.

Reporting

- 4.3 No additional reporting is required.

Records management

- 4.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Approved teaching qualification: VET educators who have:

- current registration with the Queensland College of Teachers (QCT), or
- completed a course of study satisfying the eligibility requirements for a teaching qualification recognition by the QCT, or

- c) completed a course of study recognised by CQUniversity and included in [Appendix 1: Approved Teaching Qualifications for VET Educators](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Enterprise Agreement 2017](#)

[Higher Duties Policy and Procedure](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	N/A
Advisory Committee	N/A
Required Consultation	Joint Consultative Committee
Administrator	Deputy Vice-President (VET and Business Development)
Next Review Date	28/09/2025

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 12/06/2014
Amendment Authority and Date	Vice-Chancellor and President 10/02/2016; Vice-Chancellor and President 6/03/2019; Academic Board 28/09/2022; Editorial amendment 03/01/2023.
Notes	This procedure was formerly known as the Teaching Qualifications (Approved Teaching Qualification for TAFE Educational Staff) Procedure (10/02/2016).

9 APPENDIX 1: APPROVED TEACHING QUALIFICATIONS FOR VET EDUCATORS

The following is a list of indicative approved teaching qualifications. This is not an exhaustive list of all approved teaching qualifications but serves as a guide only.

Australian Catholic University

Bachelor of Education (Early Childhood and Primary)
Bachelor of Education (Primary)
Bachelor of Teaching/Bachelor of Arts (Humanities)
Bachelor of Education/Bachelor of Exercise Science
Master of Teaching (Secondary)
Master of Teaching (Secondary)/Graduate Certificate in Religious Education

Central Queensland University

Bachelor of Learning Design
Bachelor of Education (Early Childhood)
Bachelor of Education (Primary)
Bachelor of Education (Secondary)
Graduate Certificate in Tertiary Education
Graduate Certificate in Tertiary and Adult Education
Master of Teaching (Primary)
Master of Teaching (Secondary)

Christian Heritage College

Bachelor of Arts/Bachelor of Education (Secondary)
Bachelor of Education (Primary)
Bachelor of Education (Secondary)

Griffith University

Bachelor of Education
Master of Primary Teaching
Master of Secondary Teaching

James Cook University

Bachelor of Education (Early Childhood Education)
Bachelor of Education (Primary)
Bachelor of Education (Secondary)
Master of Teaching and Learning (Primary)
Master of Teaching and Learning (Secondary)

Queensland University of Technology

Bachelor of Education (Early Childhood)
Bachelor of Education (Primary)
Bachelor of Education (Secondary)
Bachelor of Education (Secondary)/Bachelor of Business
Bachelor of Education (Secondary)/Bachelor of Fine Arts
Bachelor of Education (Secondary)/Bachelor of Information Technology
Bachelor of Mathematics/Master of Teaching (Secondary)
Bachelor of Science/Master of Teaching (Secondary) Master of Teaching (Early Childhood)
Master of Teaching (Primary)
Master of Teaching (Secondary)

Southern Cross University (Gold Coast Campus)

Bachelor of Arts/Bachelor of Education (Primary)
Bachelor of Arts/Bachelor of Education (Primary/Early Childhood)
Bachelor of Arts/Bachelor of Education (Primary/Secondary)
Bachelor of Arts/Bachelor of Education (Secondary)

University of Queensland

Bachelor of Arts/Bachelor of Education (Secondary)
Bachelor of Business Management/Bachelor of Education (Secondary)
Bachelor of Education (Primary)
Bachelor of Health, Sport and Physical Education (Honours)
Bachelor of Mathematics/Bachelor of Education (Secondary)
Bachelor of Human Movement Studies (Education)
Bachelor of Music (Honours)/Bachelor of Education (Secondary)
Bachelor of Science/Bachelor of Education (Secondary)
Master of Teaching (Primary)
Master of Teaching (Secondary)

University of Southern Queensland

Bachelor of Education (Early Childhood)
Bachelor of Education (Primary)
Bachelor of Education (Secondary)
Master of Learning and Teaching (Early Years)
Master of Learning and Teaching (Primary)
Master of Learning and Teaching (Secondary)

University of the Sunshine Coast

Bachelor of Education (Early Childhood)
Bachelor of Education (Secondary)/Bachelor of Arts
Bachelor of Education (Secondary)/Bachelor of Recreation and Outdoor Environmental Studies
Bachelor of Education (Secondary)/Bachelor of Science
Bachelor of Primary Education
Master of Teaching (Primary)
Master of Teaching (Secondary)