PROFESSIONAL EXPERIENCE EQUIVALENCE

1 PURPOSE

The Professional Experience Equivalence Framework provides guidelines for determining professional experience and its equivalence to Australian Qualifications Framework (AQF) qualification levels. It assists CQUniversity to fulfil its obligation to ensure each course of study provides the level and extent of academic oversight and teaching capacity needed to lead students in intellectual inquiry suited to the nature and level of expected learning outcomes.

2 SCOPE

This Framework is applicable to all CQUniversity staff who teach in courses within approved higher education programs and who are employed by CQUniversity or a Third Party Provider.

It does not apply to occasional guest lecturers, staff involved in professional placement subjects or staff involved in the supervision of candidates enrolled in higher degrees by research courses.

EFFECTIVE DATE 29 January 2016

4 LEGISLATIVE AUTHORITY

Tertiary Education Quality and Standards Agency Act 2011 (TEQSA)
Vice-Chancellor’s Advisory Committee

5 POLICY STATEMENT

CQUniversity staff will normally have a qualification of at least one AQF qualification level higher than the course of study being taught or have equivalent professional experience. CQUniversity acknowledges that professional experience can also meet the requirements set out in the TEQSA Act (see 4.2 Provider Course Accreditation Standards, Higher Education Standards Framework (Threshold Standards) 2011).

A Bachelor degree is normally the minimum requirement to teach higher education courses at CQUniversity.

Professional experience must be current and relevant to the area being taught and must be demonstrated by the criteria outlined in this framework.

It is expected that staff with a continuing appointment made under professional experience equivalence contained within this framework undertake a relevant higher level AQF qualification within three years of being appointed to CQUniversity.

6 CRITERIA

6.1 The following are the minimum criteria to demonstrate professional experience equivalence and Schools may require additional evidence or standards as appropriate for different disciplines of study:

<table>
<thead>
<tr>
<th>Higher education level being taught</th>
<th>Required AQF Level</th>
<th>Professional experience equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQF Level 5 Diploma</td>
<td>AQF Level 6</td>
<td>AQF Level 6</td>
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<tr>
<td></td>
<td>Advanced Diploma</td>
<td>OR</td>
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<tr>
<td></td>
<td>Associate Degree</td>
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Professional Experience Equivalence Framework
Reference Number/Code: 2994
Effective Date: 29/01/2016
<table>
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<tr>
<th>Higher education level being taught</th>
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<tbody>
<tr>
<td>AQF Level 6 Advanced Diploma</td>
<td>AQF Level 7</td>
<td>AQF Level 7</td>
</tr>
<tr>
<td>AQF Level 6 Associate Degree</td>
<td>AQF Level 7</td>
<td>AQF Level 7 plus current registration (or equivalent) to practice within a relevant profession</td>
</tr>
<tr>
<td>AQF Level 7 Bachelor Degree</td>
<td>AQF Level 8</td>
<td>AQF Level 8 and current registration to practice within a relevant profession</td>
</tr>
<tr>
<td>AQF Level 8 Graduate Certificate</td>
<td>AQF Level 9</td>
<td>AQF Level 9 plus current registration to practice within a relevant profession</td>
</tr>
<tr>
<td>AQF Level 9 Masters Degree</td>
<td>AQF Level 10</td>
<td>AQF Level 9 plus current registration to practice within a relevant profession</td>
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</tbody>
</table>

- Cert IV in Training and Assessment plus competency in all the units of competency being taught and current registration (or equivalent) to practice within a relevant profession

- PLUS EITHER
  - 3 years relevant professional experience within the last 5 years
  - Enrolment in a relevant AQF Level 6 program

- Cert IV in Training and Assessment plus hold competency in all the units of competency being taught and current registration (or equivalent) to practice within a relevant profession

- PLUS EITHER
  - 3 years relevant professional experience within the last 5 years
  - Enrolment in a relevant AQF Level 7 program

- 3 years relevant professional experience within the last 5 years
  - Enrolment in a relevant AQF Level 7 program

- Enrolment in a relevant AQF Level 8 program plus relevant professional experience, together totalling 3 years.

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<tbody>
<tr>
<td></td>
<td>PLUS EITHER</td>
<td>- 5 years relevant professional experience within the last 10 years OR - Enrolment in a relevant AQF Level 10 program plus relevant professional experience, together totalling 5 years.</td>
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</table>

7 **EXCEPTIONS**

7.1 The following are considered to be exceptions to the table above:
- the Law discipline, and
- industry experts who teach on the MBA program.

7.2 Tutors require qualifications of at least the same level as the course being taught. If the tutor is responsible for unit coordination or delivers more than 40% of the teaching of a unit for any given student, professional experience equivalence as outlined above is also required.

7.3 There may be other circumstances not covered by this Framework and in such cases the Dean will make representation to the Provost on a case by case basis.

8 **CONSIDERATIONS**

8.1 The following may provide assistance when considering how equivalent professional experience may be demonstrated:
- high quality and sustained professional practice in employment, teaching or performance in the relevant discipline,
- annual professional/clinical development that meets with the endorsement of the relevant industry body,
- regular and recent contributions to the discipline via quality publications and/or presentations,
- recognised influential contributor to the discipline as evidence by invitations as a keynote speaker, appointment to an expert panel for the discipline,
- sustained and significant contributions to the field, eg one peer reviewed journal article per year in the preceding five years,
- leadership in local, state or national advisory bodies and/or community organisations, peak discipline or industry bodies,
- experience in managing significant projects in the field of study, for example a consultant who manages projects for medium to large private or public sector organisations,
- working to effect a demonstrable change in the creation of new practice in the field, and/or
- letters of support from recognised peers in the relevant field.

9 **PROCEDURE**

9.1 The Dean is responsible for employment of appropriately qualified staff and must be satisfied that experience meets the requirements outlined above. The Dean must seek Provost approval for any exceptions.

9.2 The Dean must also ensure the appropriate supervision of staff who teach specialised components of a course of study who may not fully meet the standard for knowledge, skills and qualification or experience required.

9.3 A register should be maintained by each Dean to provide documentary evidence of how the equivalent professional experience requirement is assessed and met when a decision is made to employ a staff member who does not meet the TEQSA requirements around qualifications.
10 RESPONSIBILITIES

Compliance, Monitoring and Review

10.1 The Provost or nominee is responsible for ensuring this framework complies with relevant legislation and University requirements, is implemented and monitored, and is reviewed to evaluate its continuing effectiveness.

10.2 It is recognised that this document may require a periodic review subject to ongoing developments in the work environmental and government expectations of higher education providers.

Reporting

10.2 There are no other reporting requirements.

Records Management

10.3 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

11 DEFINITIONS

Refer to the University glossary for the definition of terms used in this policy.

12 RELATED LEGISLATION AND DOCUMENTS

Australian Qualifications Framework (AQF)
Tertiary Education Quality and Standards Agency Act 2011 (TEQSA)

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<td>Advisory Committee to Approval Authority</td>
<td>Learning and Teaching Committee</td>
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<tr>
<td>Administrator</td>
<td>Provost</td>
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<td>Amendment Authority and Date</td>
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