

APPROVED TEACHING QUALIFICATIONS FOR VET EDUCATORS PROCEDURE



CONTENTS

1	PURPOSE	1
2	SCOPE	1
3	PROCEDURE	1
	Approved teaching qualifications	1
	Application for higher level qualification recognition	2
	Existing VET educators	2
4	RESPONSIBILITIES	2
	Compliance, monitoring and review	2
	Reporting	2
	Records management	2
5	DEFINITIONS	3
6	RELATED LEGISLATION AND DOCUMENTS	3
7	FEEDBACK	3
8	APPROVAL AND REVIEW DETAILS	3
9	APPENDIX 1: APPROVED TEACHING QUALIFICATIONS FOR VET EDUCATORS	4

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.

3 PROCEDURE

- 3.1 CQUniversity 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. (Also refer to the [Guide to Minimum Teachers' Salaries at Appointment](#).)
- 3.2 Before VET Educators can progress beyond Step 4 of the salary scale, VET Educators at CQUniversity must possess an 'approved teaching qualification'. 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 The [Australian Skills Quality Authority](#) (ASQA) also requires that VET training and assessment is delivered by people with a minimum Certificate IV in Training and Assessment (TAE40110 or TAE40116) or its successor, or a diploma or higher level qualification in adult education.

Approved teaching qualifications

- 3.4 Employees will be deemed to have an approved teaching qualification when they can demonstrate:
- registration with the Queensland College of Teachers (QCT)
 - completion of a course of study satisfying the eligibility requirements for qualification recognition by the QCT, or

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

3.5 Employees must demonstrate proof of eligibility for QTC recognition or proof of course completion by presenting an original or certified copy of an academic record or transcript to the People and Culture Directorate (pac@cqu.edu.au).

Application for higher level qualification recognition

3.6 Employees without an approved teaching qualification as defined by this procedure may apply to the University for their completed qualification to be recognised.

3.7 Employees applying for recognition of a teaching qualification must demonstrate proof of course completion by presenting an original or certified copy of an academic record or transcript to the People and Culture Directorate (pac@cqu.edu.au). The Directorate will liaise with Learning and Teaching Services to decide if the qualification is acceptable.

3.8 The University will consider degree qualifications as per the following categories when considering such applications:

a) possession of 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

b) possession of 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

c) Where a teacher 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 by Learning and Teaching Services, 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.

3.9 An acceptable qualification will be recognised as an approved teaching qualification and listed in [Appendix 1](#).

Existing VET educators

3.10 VET Educators employed before 1 July 2014 and who are currently employed by the University and deemed to have an approved teaching qualification will be considered to have the qualification under this procedure.

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 The Pro Vice-Chancellor (VET Operations and Growth) is responsible for implementing, monitoring, reviewing this procedure and Appendix.

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.

4.4 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

5 DEFINITIONS

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

6 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Enterprise Agreement 2017](#)

[Guide to Minimum Teachers' Salaries at Appointment](#)

[Higher Duties Policy and Procedure](#)

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellors Advisory Committee
Administrator	Pro Vice-Chancellor (VET Operations and Growth)
Next Review Date	6/03/2022

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.
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)
Bachelor of Education (Primary)
Bachelor of Education (Primary) (Indigenous Education)
Bachelor of Education (Primary) (Indigenous Studies)
Bachelor of Teaching/Bachelor of Arts
Graduate Diploma in Education (Secondary)
Master of Teaching (Primary)
Master of Teaching (Secondary)

Bond University

Bachelor of Education (Early Years)

Central Queensland University

Bachelor of Learning Design
Bachelor of Learning Management
Bachelor of Learning Management (Japanese)
Bachelor of Learning Management (Early Childhood Education)
Bachelor of Learning Management (Primary Education)
Bachelor of Learning Management (Secondary and VET)
Bachelor of Learning Management (Middle School)
Bachelor of Vocational Education and Training
Graduate Certificate in Tertiary Education
Graduate Certificate in Tertiary and Adult Education
Graduate Diploma of Learning and Teaching (Primary)
Graduate Diploma of Learning and Teaching (Secondary)

Christian Heritage College

Bachelor of Arts/Bachelor of Education (Primary/Early Years)
Bachelor of Arts/Bachelor of Education (Primary/Middle Years)
Bachelor of Arts/Bachelor of Education (Secondary/Middle Years)
Bachelor of Education (Primary/Early Years)
Bachelor of Education (Primary/Middle Years)
Bachelor of Education (Secondary/Middle Years)
Bachelor of Education (Primary)
Bachelor of Education (Middle Years)
Bachelor of Education (Secondary)
Bachelor of Education (Secondary/Middle Years) (Graduate-Entry)
Graduate Diploma in Education (Secondary)
Graduate Diploma in Education (Primary)
Bachelor of Arts/Bachelor of Education (Secondary)

Griffith University

Bachelor of Adult and Vocational Education (1065)
Bachelor of Adult and Vocational Education
Bachelor of Adult and Vocational Education (Teacher registration pathway only)
Bachelor of Arts (Language and Linguistics)/Bachelor of Education (Secondary)
Bachelor of Arts/Bachelor of Education (Secondary)
Bachelor of Education (Special Education)
Bachelor of Education (Primary)
Bachelor of Education (Secondary)
Bachelor of Human Services/Bachelor of Education (Primary)
Bachelor of Science/Bachelor of Education (Secondary)
Bachelor of Child and Family Studies/Bachelor of Education (Primary)
Bachelor of Training (1072)
Bachelor of Technology Education
Graduate Certificate in Higher Education
Graduate Diploma of Adult and Vocational Education (4148)
Graduate Diploma of Adult and Vocational Education (from 2008)
Graduate Diploma of Adult and Vocational Education
Graduate Diploma of Education (Middle Years)
Graduate Diploma of Education (Primary)
Graduate Diploma of Education (Secondary)
Graduate Diploma of Early Childhood Education
Master of Adult and Vocational Education
Master of Teaching (Primary and Secondary) (for overseas students)
Master of Teaching (International) (Primary)
Master of Teaching (International) (Secondary)
Master of Teaching (Professional Practice) (Primary)
Master of Teaching (Professional Practice) (Secondary)
Master of Training and Development (5411)

James Cook University

Bachelor of Education (Primary)/Bachelor of Arts
Bachelor of Education (Secondary)/Bachelor of Arts
Bachelor of Education (Primary)/Bachelor of Languages
Bachelor of Education (Secondary)/Bachelor of Languages
Bachelor of Education (Secondary)/Bachelor of Science
Bachelor of Sports and Exercise Science/Bachelor of Education (Secondary)
Bachelor of Education (Early Childhood Education)
Bachelor of Education (Primary Education)
Bachelor of Education (Primary Physical Education)
Bachelor of Education (Primary Special Needs)
Bachelor of Education (Primary Remote Area Teacher Education Program)
Bachelor of Education (Middle School)
Bachelor of Education (Secondary Education)
Bachelor of Education (Secondary Physical Education)
Bachelor of Education (Secondary Vocational Education)
Bachelor of Education (Primary Human Movement)
Bachelor of Education (Secondary Human Movement)
Bachelor of Education (Secondary Vocational Education and Training)

Graduate Diploma in Education (Primary)
Graduate Diploma in Education (Secondary)
Graduate Diploma in Education (One to Nine)

Queensland University of Technology

Bachelor of Adult Education and Training (previously the Bachelor of Adult and Community Learning) - ED84
Bachelor of Applied Science (Human Movement Studies)/Bachelor of Education (Secondary)
Bachelor of Applied Science/Bachelor of Education (Primary)
Bachelor of Applied Science/Bachelor of Education (Secondary)
Bachelor of Arts (LOTE)/Bachelor of Education (Secondary)
Bachelor of Arts (LOTE)/Bachelor of Education (Early Childhood)
Bachelor of Arts/Bachelor of Education (Early Childhood)
Bachelor of Arts/Bachelor of Education (Early Childhood) – LOTE
Bachelor of Arts/Bachelor of Education (Primary)
Bachelor of Arts/Bachelor of Education (Secondary)
Bachelor of Exercise and Movement Science/Bachelor of Education (Secondary)
Bachelor of Education (Early Childhood)
Bachelor of Education (Primary)
Bachelor of Education (Secondary)
Bachelor of Education (Preservice Early Childhood)
Bachelor of Teaching Early Childhood
Graduate Diploma in Education (Early Years)
Graduate Diploma in Education (Primary)
Graduate Diploma in Education (Junior Years)
Graduate Diploma in Education (Middle Years)
Graduate Diploma in Education (Senior Years)
Master of Education (Learning Innovations and Futures) also known as Master of Learning Innovation

Southern Cross University (Gold Coast Campus)

Bachelor of Education (Early Childhood)

University of Queensland

Bachelor of Agricultural Science/Bachelor of Education (Secondary)
Bachelor of Arts/Bachelor of Education (Secondary)
Bachelor of Arts/Bachelor of Education (Middle Years)
Bachelor of Business Management/Bachelor of Education (Secondary)
Bachelor of Business Management/Bachelor of Education (Middle Years)
Bachelor of Commerce/Bachelor of Education (Secondary)
Bachelor of Commerce/Bachelor of Education (Middle Years)
Bachelor of Creative Arts/Bachelor of Education (Secondary)
Bachelor of Economics/Bachelor of Education (Secondary)
Bachelor of Education (Primary)
Bachelor of Education (Middle Years of Schooling)
Bachelor of Health, Sport and Physical Education
Bachelor of Human Movement Studies (Education)
Bachelor of Human Services/Bachelor of Education (Secondary)
Bachelor of Human Services/Bachelor of Education (Middle Years)
Bachelor of Music/Bachelor of Education (Secondary)
Bachelor of Music/Bachelor of Education (Middle Years)
Bachelor of Natural Resources/Bachelor of Education (Secondary)

Bachelor of Science/Bachelor of Education (Secondary)
Bachelor of Science/Bachelor of Education (Middle Years)
Graduate Diploma of Education (Secondary)
Graduate Diploma of Education (Middle Years of Schooling)

University of Southern Queensland

Bachelor of Arts/Bachelor of Education (Senior and Middle Schooling)
Bachelor of Business/Bachelor of Education (Senior and Middle Phase)
Bachelor of Commerce/Bachelor of Education (Senior and Middle Schooling)
Bachelor of Drama/Bachelor of Education (Senior and Middle Schooling)
Bachelor of Education (Early Childhood)
Bachelor of Education (Primary)
Bachelor of Education (Secondary)
Bachelor of Education (Special Education)
Bachelor of Education (Technical and Vocational Education)
Bachelor of Education (Sports, Health and PE - Primary)
Bachelor of Education (Sports, Health and PE - Secondary)
Bachelor of Primary Education
Bachelor of Early Childhood Education
Bachelor of Further Education and Training
Bachelor of Music/Bachelor of Education (Senior and Middle Schooling)
Bachelor of Science/Bachelor of Education (Senior and Middle Schooling)
Bachelor of Visual Arts/Bachelor of Education (Senior and Middle Schooling)
Bachelor of Vocational and Education
Graduate Diploma in Further Education and Training
Graduate Diploma of Learning and Teaching (Early Years)
Graduate Diploma of Learning and Teaching (Primary)
Graduate Diploma of Learning and Teaching (Middle Years)
Graduate Diploma of Learning and Teaching (Secondary Vocational Education and Training)
Graduate Diploma of Learning and Teaching (Primary P-7)
Graduate Diploma of Learning and Teaching (Middle Years 5-9)
Graduate Diploma of Learning and Teaching (Secondary 8-12)
Graduate Diploma in Education (Primary)
Graduate Diploma in Education (Secondary)
Graduate Diploma in Education (Preparatory to Year Three)
Master of Learning and Development (MLAD)

University of the Sunshine Coast

Bachelor of Education (Early Childhood)/Bachelor of Human Services
Bachelor of Education (Senior and Middle Phase)/Bachelor of Arts
Bachelor of Education (Senior and Middle Phase)/Bachelor of Business
Bachelor of Education (Senior and Middle Phase)/Bachelor of Science
Graduate Diploma in Education (Early Phase)
Graduate Diploma in Education (Middle Phase)
Graduate Diploma in Education (Senior Phase)
Graduate Diploma in Education (Primary) (International)