

TEACHING QUALIFICATIONS (APPROVED TEACHING QUALIFICATION FOR TAFE EDUCATIONAL STAFF)

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1 PURPOSE

These procedures have been developed to outline the circumstances and processes involved where qualifications must be considered before progression through Step 4 of the salary scale of the Copied State TAFE Teachers Award 2014 or for salary recognition at appointment. These procedures must also be considered when TAFE Educational Staff are considered for relieving in higher classified positions in accordance with the [Higher Duties Policy and Procedure](#).

2 SCOPE

These procedures apply to all existing and new TAFE Educational Staff.

3 EFFECTIVE DATE 02 February 2016

4 LEGISLATIVE AUTHORITY

[Central Queensland University TAFE Teachers Copied State Award 2014](#)
[Central Queensland University Educational Employees Copied State Employment Agreement 2014](#)

5 PARENT POLICY

There is no parent policy.

6 PROCEDURE

Approved Teaching Qualifications

- 6.1 An employee will be deemed to have an approved teaching qualification when they can demonstrate:
- Registration with the Queensland College of Teachers (QCOT); or
 - Completion of a course of study satisfying the eligibility requirements for qualification recognition by the QCOT (Proof of eligibility will be via presentation of an original or certified copy of an academic record or transcript); or
 - Completion of a course of study recognised by CQUniversity and included on the indicative Approved Teaching Qualifications List (Appendix 1). (Proof of eligibility will be via presentation of an original or certified copy of an academic record or transcript.)
- 6.2 It should be noted that a Certificate IV in Training and Assessment or Diploma of Vocational Education and Training or Diploma of Training Design and Development or their successor's is not an approved teaching qualification for the purposes of this procedure.

Application for Qualification Recognition

- 6.3 Employees without an approved teaching qualification as defined by this procedure may apply to the University for the qualification which they have completed to be recognised and added to the Approved Teaching Qualifications List.

- 6.4 The University will consider degree qualifications as per the following categories when considering such applications:
- a) Possession of a minimum 3 year Bachelor degree in education or training from a recognised tertiary education provider. The qualification must include as part of the degree, a minimum of 50 hours supervised teaching in an educational setting; or
 - b) Possession of a minimum 3 year vocational Bachelor degree e.g. Engineering, business, etc., together with post-graduate qualifications at a minimum 1 year fulltime equivalent at Graduate Diploma level in 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 Deputy Vice-Chancellor (Industry, Vocational Training and Access Education Division) or nominee, in consultation with relevant stakeholders and People and Culture.

Existing Teaching Staff

- 6.5 TAFE Educational staff who were employed prior to 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.

7 RESPONSIBILITIES

Compliance, Monitoring and Review

- 7.1 TAFE Educational Staff – must provide People and Culture with proof of registration with the Queensland College of Teachers (QCOT) or a certified copy of their completed qualification or academic record/transcript. If an employee is applying for recognition of a teaching qualification not currently included on the indicative Approved Teaching Qualification List, they are to provide a certified copy of the qualification or academic record/transcript to People and Culture who will liaise with the Deputy Vice-Chancellor (Industry, Vocational Training and Access Education Division).
- 7.2 Deputy Vice-Chancellor (Industry, Vocational Training and Access Education Division) – determines the request for qualification recognition if the qualification is not already included on the indicative Approved Teaching Qualification List. Also, approves the addition of the qualification to the indicative Approved Teaching Qualifications List. The Deputy Vice-Chancellor (Industry, Vocational Training and Access Education Division) assesses and determines the appropriate course of action to be taken for recognition of qualifications which do not include 50 hours supervised teaching in a vocational education setting.
- 7.3 People and Culture Directorate are responsible for maintaining the indicative Teaching Qualifications List for TAFE Educational Staff (Appendix 1).

Reporting

- 7.4 Reporting is not required on TAFE Teacher Qualifications.

Records Management

- 7.5 All records relevant to this document are to be maintained in on the employee's personal file.
- 7.6 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

8 DEFINITIONS

Refer to the University [glossary](#) for the definition of terms used in this policy and procedure.

9 RELATED LEGISLATION AND DOCUMENTS

Related Policy Document Suite

[Higher Duties Policy and Procedure](#)

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

Approval and Review	Details
Approval Authority	Vice-Chancellor and President (or delegate)
Advisory Committee to Approval Authority	Vice-Chancellors Advisory Committee
Administrator	Director, People and Culture
Next Review Date	10/02/2019

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 12/06/14
Amendment Authority and Date	Vice-Chancellor and President 10/02/2016

APPENDIX 1 – Teaching Qualifications List for TAFE Educational Staff

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 VET
Graduate Certificate in Tertiary 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 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 & 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 VET)
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 & 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))