

# ACADEMIC STAFF - QUALIFICATIONS AND EQUIVALENCE PROCEDURE



<b>Procedure Name</b>	<b>Academic Staff - Qualifications and Equivalence Procedure</b>
<b>Procedure Number</b>	A005
<b>Approval Authority</b>	Board of Directors
<b>Responsible Officer</b>	Dean and Principal
<b>Operational Responsibility</b>	Academic Manager
<b>Purpose</b>	The purpose of this procedure is to provide guidelines and criteria for professional experience equivalence of academic staff to teach at Higher Education Australian Qualification Framework (AQF) levels.
<b>Scope</b>	This procedure applies to all academic staff teaching higher education units provided by LCIM.
<b>Procedure Statement</b>	<p>The Dean and Principal and Academic Manager of LCIM are ultimately responsible for the approval of staff being suitably qualified to deliver relevant and quality education to students at LCIM. The Academic Manager refers individual assessments to the Unit Coordinator.</p> <p>LCIM prefers that permanent contracted academic staff are qualified to at least one level of qualification higher than the program of study being taught (AQF+1).</p> <p>If the Academic does not meet this, they must provide evidence of current discipline specific professional experience and align to the requirements established in the Academic Staff - Qualifications and Equivalence Policy.</p> <p>In determining whether staff have discipline specific professional experience the following criteria is evaluated:</p> <ul style="list-style-type: none"> <li>▪ leadership in the development of professional standards</li> <li>▪ performing in a role that requires high order judgement and the provision of expert advice, or roles at a senior level</li> <li>▪ research and/or creative work/projects at an advanced level relating to the discipline field of study</li> <li>▪ managing significant projects in the field</li> <li>▪ testimonials, awards or other recognition that acknowledges leadership or expertise in the discipline field of education</li> <li>▪ contributions in the field of education or specific discipline field through participation in advisory boards and professional networks</li> <li>▪ peer reviewed publications in the discipline field of education</li> <li>▪ other publications such as conference papers, books and reports</li> <li>▪ certified copy of highest qualification</li> <li>▪ publications, presentations</li> </ul> <p>Decisions are evidence-based, equitable and transparent, applied consistently and fairly and are subject to appeal and review.</p>

	<p>The decisions must be academically defensible and take into account the academics' ability to teach the learning outcomes of the qualification and unit successfully.</p> <p>The decisions are made in a timely manner (processed within two weeks).</p>
<p><b>Procedure Strategies</b></p>	<p>Applications for qualifications equivalence should be submitted within three (3) week of acceptance to deliver units in a program and must be approved at least one (1) week prior to the beginning of the program or term of study.</p> <p>This procedure requires actions by the following:</p> <ol style="list-style-type: none"> <li>1. The Academic Manager is responsible for ensuring that academic staff are of appropriately qualified and that where relevant their professional experience meets the requirements outlined in the Academic Staff - Qualifications and Equivalence Policy.</li> <li>2. Anyone who is not qualified to at least one AQF level of qualification higher than the course of study being taught must provide evidence to the Academic Manager demonstrating equivalence to the required standard through current and relevant professional experience or a combination of current and relevant professional experience and study, as specified in the Academic Staff – Qualifications and Equivalence Policy.</li> <li>3. Where evidence provided does not map to the relevant AQF level the Academic Manager can approve an individual's employment as an occasional guest lecturer or sessional academic by exception, providing they demonstrate they can bring a level of knowledge and expertise which will add value to the relevant discipline area, as demonstrated through educational qualifications and/or current and relevant professional experience.</li> <li>4. If the academic aligns to point 3. above the Academic Manager ensures the academic is supervised by an experienced academic staff member who meets the relevant AQF level.</li> <li>5. Original cited copies of qualifications and evidence of equivalence are to be approved by the Academic Manager and Dean and Principal.</li> <li>6. All documentation is to be kept in a digital format and stored in the HR file for the aligned academic.</li> </ol> <p><b>Appeals</b></p> <p>All relevant staff who have any objections with the decision may appeal in writing to the Academic Board. This process is regarded as a formal appeals process and staff are directed to Staff Grievance Policy and Procedure.</p>
<p><b>Relevant Legislation</b></p>	<ul style="list-style-type: none"> <li>▪ <a href="#">Higher Education Standards Framework (Threshold Standards) 2015</a></li> <li>▪ <a href="#">TEQSA Guidance Note: Determining Equivalence of Professional Experience and Academic Qualifications</a></li> <li>▪ <a href="#">2016 Higher Education Support Act (2003)</a></li> <li>▪ <a href="#">Australia Qualifications Framework (AQF)</a></li> </ul>
<p><b>Key Related Documents</b></p>	<p>Academic Staff - Qualifications and Equivalence Policy</p> <p>Staff Grievance Policy and Procedure</p>
<p>Date Approved</p>	
<p>Date of Commencement</p>	

Date for Review		
Documents superseded by this Procedure	New Procedure	
Amendment History	New Procedure	
Signed and dated for LCI Melbourne	Approved by the Board of Directors Q1 2020	19 January 2020

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Policy/Procedure Category	Academic
Responsible Officer	Dean and Principal
Review Date	
Approved by	
Academic Board	
Change and Version Control	

Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Dean and Principal	New procedure		