

Academic Staff Equivalency Policy

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Document Owner	Dean		
Responsible Officer	Dean		
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Related Documents	<i>Academic Staff Equivalency Procedure</i> <i>Scholarly Activity Policy</i> <i>Scholarly Activity Procedure</i> <i>Staff Development Policy</i> <i>Staff Development Procedure</i> <i>Staff Recruitment Policy</i> <i>Staff Recruitment Procedure</i> <i>Workforce Plan 2018-2024</i>		
Version	Authorised by	Approved	Effective Date
1.2	Academic Board	28/03/2018	28/03/2018

1. Context

This Policy supports Australian Institute of Business Intelligence’s (the ‘Institute’) commitment to ensuring students are offered the highest quality of teaching by employing academic staff who are appropriately qualified for their field or discipline. It outlines the criteria for determining equivalence of professional experience to formal academic qualifications, in accordance with Australian Qualifications Framework standards.

2. Definitions

Australian Qualifications Framework (AQF): Australia’s national policy for regulated qualifications. It encompasses higher education, vocational education and training and school education and provides for national recognition and a consistent understanding of what defines each qualification type.

Higher Education Standards Framework (Threshold Standards) 2015: these standards are the basis for the regulation of higher education providers and courses in Australia by the Tertiary Education Quality and Standards Agency (TEQSA).

Qualification: the result of an accredited complete program of learning that leads to formal certification that a student has achieved learning outcomes as described in the Australian Qualifications Framework.

3. Scope

This Policy applies to all academic and prospective academic staff at the Institute.

4. Policy Principles

The key principles informing this Policy are:

- compliance with Standard 3.2 (Staffing) of the *Higher Education Standards Framework*, which states:
 - 3.2.3 *Staff with responsibilities for academic oversight and those with teaching and supervisory roles in courses or units of study are equipped for their roles, including having:*
 - c. *a qualification in a relevant discipline at least one level higher than is awarded for the course of study, or equivalent relevant academic or professional or*

practice-based experience and expertise, except for staff supervising doctoral degrees having a doctoral degree or equivalent research experience;

- the skills and knowledge of academic staff gained through formal and informal study, as well as relevant academic or professional or practice-based experience; and
- academic staff possessing an academic qualification at the same AQF level as the program of study being taught.

5. Equivalent Relevant Academic, Professional or Practice-Based Experience

Equivalent relevant experience is deemed to consist of the achievement of knowledge and skills, and the application of these skills and knowledge, to one AQF level higher than is awarded for the program of study. This can be demonstrated with recent (within the last 5 years) and relevant experience of one of the following, or a combination of the following:

- employment in industry field for a minimum of five years;
- teaching experience for a minimum of five years;
- industry licence or industry certifications;
- active membership of an industry or professional body, advisory boards, or professional networks;
- scholarship, such as research projects, professional writing, conducting professional development seminars, workshops or lectures;
- active involvement in the development and/or management of industry projects, partnerships or competitions; or
- testimonials, awards or other recognition.

6. Minimum Qualifications for Academic Staff

AQF Level being taught	Minimum required AQF Level (in relevant discipline)	Professional Experience Equivalent
AQF 7: <ul style="list-style-type: none"> • Bachelor 	AQF 8: <ul style="list-style-type: none"> • Bachelor Honours Degree • Graduate Certificate • Graduate Diploma 	Level 7 Bachelor qualification PLUS EITHER: <ul style="list-style-type: none"> • 5 years relevant teaching and/or research experience; or • 5 years relevant professional experience

The Institute will only make an exception to the minimum requirements contained in this Policy and associated Procedure if there are special and extenuating circumstances not covered by this Policy and associated Procedure and there is sufficient evidence that the skills, knowledge and experience of the staff member are of value and significance. This may for example be the case with a guest lecturer.

7. Breaches

If a staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the *Staff Code of Conduct and Misconduct Procedure*, which can be accessed from the Institute’s website.

8. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the *Staff Complaints and Appeals Policy*, which can be accessed from the Institute’s website.

9. References

Higher Education Standards Framework (Threshold Standards) 2021 – Part A, Standards 3
Australian Qualifications Framework

10. Acknowledgements

In developing this policy, Institute acknowledges:

- *TEQSA’s Glossary of Terms*;
- *TEQSA Guidance Note: Determining Equivalence of Professional Experience and Academic Qualifications*

Document History

Version	Date	Author	Reason	Sections
1.0	28/3/18	Stephen Andrews	Revised in response to Academic Board feedback 26/3/18, and approved Policy Development and Review Framework	All
1.1	17/12/2019	Philippa Ryan	Amended to reflect new trading name ‘Waratah Institute’.	All
1.2	17/01/2021	Zoe Williams	Amended to reflect new corporate name Australian Institute of Business Intelligence; abbreviated to the Institute and new logo; updated and references to the Higher Education Standards Framework 2021.	All