

Policy Title: Determining Professional Equivalence for Staff Qualifications

Policy Owner: Pro-Vice-Chancellor (Education)

Keywords: Professional Equivalence

Policy Code: PL280 [ac111]

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

1. INTENT

This policy outlines the principles and guidelines to ensure ECU staff who teach, coordinate or assess courses or units are appropriately qualified in accordance with the [Higher Education Standards Framework \(Threshold Standards\) 2015](#).

2. ORGANISATIONAL SCOPE

This policy applies to all Staff teaching, coordinating and/or assessing undergraduate or postgraduate units and courses, including staff employed directly by the University or via any third-party arrangements.

Requirements for Staff supervising Doctoral and Masters by Research courses are outlined in the [Supervision of Students Undertaking Higher Degrees by Research](#) Policy.

3. DEFINITIONS

TERM	DEFINITION
AQF	Australian Qualifications Framework
Staff	Any person teaching, coordinating and/or assessing ECU courses or units. Includes Course Coordinators, sessional and casual staff, and any person delivering content on behalf of ECU through a third-party arrangement.
Teaching Period	The period of time within which a unit is undertaken and formally assessed and for which results are confirmed by a Board of Examiners.
TEQSA	Tertiary Education Quality and Standards Agency

4. POLICY CONTENT

- 4.1 Staff with responsibilities for teaching, coordinating or assessing award courses should be appropriately qualified in a relevant discipline, with a formal qualification at least one level higher than the course of study being taught (AQF +1), or have recognised equivalent relevant academic, professional or practice-based experience and expertise.
- 4.2 If a staff member does not have a qualification at least one level higher than the course of study being taught (AQF+1), the Executive Dean has the authority to determine if a staff member meets equivalent relevant academic, professional or practice-based experience and expertise. In such cases, the Executive Dean must maintain a record of the determination.
 - 4.2.1 Executive Deans should refer to the Determining Professional Equivalence for Staff Qualification Procedures for guidance on the methodology for assessment of equivalence and appropriate forms of evidence.
- 4.3 Staff who are supervising doctoral degrees must have a doctoral degree or equivalent research experience, see [Supervision of Students Undertaking Higher Degrees by Research \(HDR\) Policy](#).
- 4.4 This policy does not apply to guest lecturers or teachers/instructors, however, it is expected that guest lecturers will have an appropriate level of knowledge and expertise.
- 4.5 Students employed by ECU in a teaching role/to undertake teaching, in addition to meeting the other requirements of this policy, will not:
 - 4.5.1 be employed to teach or participate in the assessment of any unit in which he or she is enrolled;
 - 4.5.2 participate in the assessment of students unless they have an appropriate AQF qualification one level higher than the level of the assessment; and
 - 4.5.3 have access to any more information about the assessment grading for any other unit.
- 4.6 In a case where students employed in a teaching role where they are deemed to have equivalent professional experience but do not hold a formal qualification at least one higher AQF level than the students, the Executive Dean of School must keep records of the selection, training, supervision and moderation practices that ensure standards are appropriate and confidentiality is maintained.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following:

Policy Owner

The Policy Owner, Pro-Vice-Chancellor (Education) has overall responsibility for the content of this policy and its operation in ECU.

Contact Person

The Manager, Academic Governance and Standards is responsible for the maintenance of this policy.

Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

All members of the University community are expected to comply with University Policy.

6. RELATED DOCUMENTS:

6.1 The policy is supported by the following Procedure:

- [Determining Professional Equivalence for Staff Qualification Procedure](#)

6.2 Other documents which are relevant to the operation of this policy are as follows:

- [Supervision of Students Undertaking Higher Degrees by Research \(HDR\) Policy](#)
- [Academic Staff Performance Expectations and Outcomes \(ASPEO\) Framework](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Pro-Vice-Chancellor (Education)
All Enquiries Contact:	Manager, Academic Governance and Standards
Telephone:	08 6304 2179
Email address:	j.mccaffrey@ecu.edu.au

8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	19 March 2018
Date last modified:	
Revision History:	
Next Revision Due:	March 2021
TRIM File Reference	SUB/86430