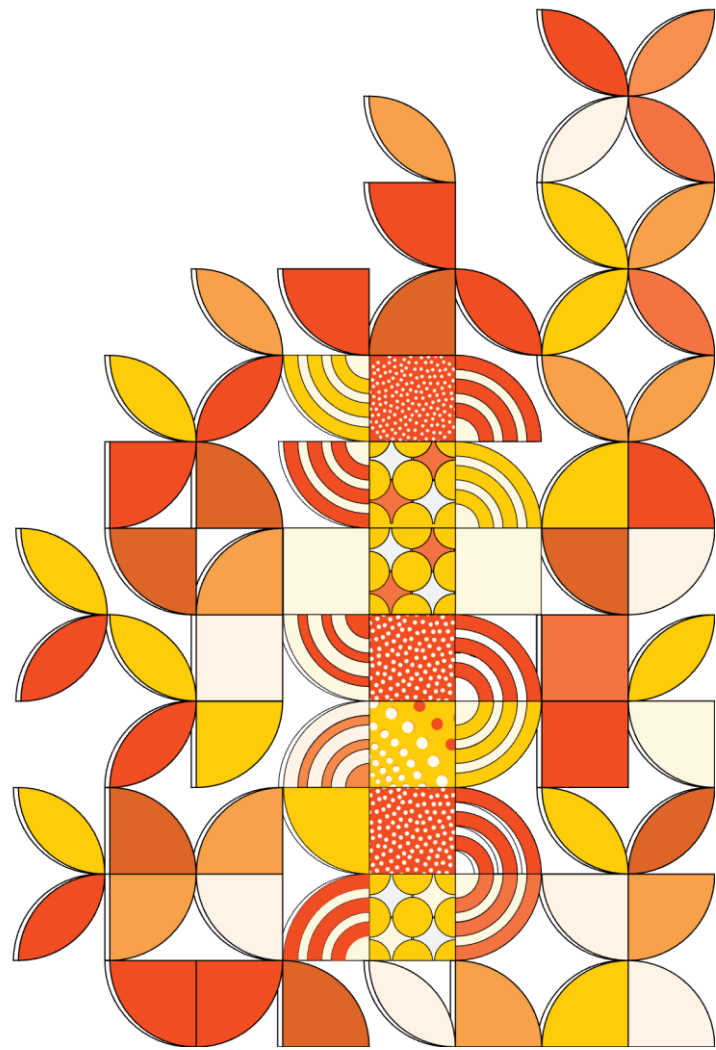


Academic Staff Teaching Qualifications and Equivalence Professional Experience Procedure



SECTION 1

Purpose

1. The Academic Staff Teaching Qualifications and Equivalence Professional Experience outlines the Procedure for ensuring that Institute of Health and Management (IHM) academic staff teaching award courses have appropriate qualifications in their respective disciplines.

Scope

2. This procedure applies to all staff, full-time, part-time, casual academic staffs enrolled in award courses.

Definitions

3. Definitions for key terms are presented in the [Glossary of Terms](#).

Suite documents

4. This Procedure is linked to the following:
 - a) Academic Staff Teaching Qualifications and Equivalence Professional Experience Policy
 - b) See also the Associated Information listed in the ‘Related Internal Documents’ in Section 3 below.

SECTION 2

Procedure

5. The Academic Dean and/or the Head of Schools, IHM is responsible for employing appropriately qualified employees and must be satisfied that their professional experience meets the principles and requirements stated in Section 6.1 of the Academic Staff Teaching Qualification Policy.
6. The Letter of Offer to a potential employee who has been appointed based on professional experience equivalence will include any equivalence requirements and conditions of appointment, such as:
 - a) the appointee’s commencement of the relevant higher education AQF level course within a specified time frame and regular demonstrated satisfactory progress towards completing the course to achieve the qualification
 - b) the appointee’s participation in professional development and participation in scholarly activities relevant to the appointee’s discipline/field of study as well as maintaining contemporary skills in higher education learning and teaching; and

- c) a supervision plan developed in consultation with an appropriately qualified IHM employee.
7. The Head of School or Academic Dean is responsible for ensuring that qualifications, employee supervision plan, and scholarly activity/professional development of employees appointed based on professional experience equivalence are reviewed annually as part of the Development Performance Review.
8. When a continuing employee gains the required AQF qualification level, they will no longer be considered a professional experience equivalence appointment for review purposes.
9. If a continuing employee has not met the course/qualification requirements within the specified timeframe, or other conditions of employment such as agreed scholarly activity and/or professional development, the employee's status of employment will be reviewed.
10. Monitoring of staff qualifications and professional experience is undertaken during the accreditation and reaccreditation of courses of study.

11. Considerations

- 11.1 When deciding how an employee's equivalent professional experience may be demonstrated, one or more of the following must apply:
 - a) high quality and sustained professional practice in employment, teaching, or performance in the relevant discipline/field of study;
 - b) annual professional/clinical development endorsed by the relevant industry body;
 - c) regular and recent contributions to the discipline/field of study via quality publications and/or presentations;
 - d) recognised influential contributor to the discipline/field of study as evidenced by invitations as a keynote speaker, appointment to an expert panel for the discipline/field of study or engagement as a consultant;
 - e) leadership in local, state, or national advisory bodies and/or community organisations, peak discipline, or industry bodies relevant to the teaching discipline/field of study;
 - f) experience in managing significant projects in the discipline/field of study, e.g., a consultant who manages projects for medium to large private or public sector organisations;
 - g) leadership in the development of professional standards, or working to effect a demonstrable change in creating new practice, in the discipline/field of study; and
 - h) letters of support from recognised peers, testimonials, awards, or other recognition that acknowledges leadership or expertise in the relevant discipline/field of study.

SECTION 3

Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Academic Staff Promotions Policy • Academic Staff Teaching Qualifications and Equivalent Professional Experience Policy • Academic Standards, Expectations and Qualifications Policy • Academic Leadership Performance Matrix • Academic Leadership Statement
Related Legislation, Standards, and Codes	Tertiary Education and Quality Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 Education Services for Overseas Students Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Australian Qualifications Framework TEQSA Guidance note: Determining equivalence of professional experience and academic qualifications
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Change History

Version Control		
Change Summary	Date	Short description of change, incl version number, changes, who considered, approved etc.
Version 1.0	31.03.2021	New Policy
Version 1.1	28.11.2023	The definitions have been relocated to the IHM glossary and the template has been updated.
Version 2.0	07.08.2024	Policy and Procedure separated into two documents Content updated to align with AQF Framework