



Document Type	Policy
Administering Entity	Academic Board
Latest Approval/Amendment Date	July 29, 2021
Last Approval/Amendment Date	-
Version	V 2.0
Approval Authority	Academic Board
Indicative time of Review	July 29, 2023
Related documents	Academic Staff Recruitment Policy and Procedures

1. Purpose

To outline the policy for determining the equivalent professional experience of teaching staff without the required level of formal qualification to teach in a unit or course at the Analytics Institute of Australia (AIA).

2. Scope

This policy applies to all academic staff including, full-time/ongoing and casual/sessional/ part-time teaching staff.

3. Qualifications requirements for appointment of teaching staff

- a. It is a basic requirement of the AIA that all teaching staff will have one AQF Qualification higher than the level they are teaching. The qualification must be directly related to the discipline being taught or be a cognate discipline.
- b. AIA recognises that in some courses of study, professional experience is desirable. Accordingly, academic staff may need to have professional experience in addition to formal qualifications.
- c. Teaching staff at the same AQF level as the course and with experience relevant to the field to which the unit and/or course they are teaching may be considered. The appropriateness of the qualifications and experience of staff for specific teaching appointments will be assessed with reference to the criteria set out in the table below.
- d. The principle for assessing professional equivalence is that the professional experience of the staff member should provide them with the skills and knowledge equivalent to holding the relevant academic qualification. Therefore, the professional experience will be mapped to the relevant AQF levels to provide evidence of equivalence.
- e. Evidence to support decisions about equivalence of experience might relate to (but is not limited to):
 - experience in industry and professional roles
 - performing in a role requiring high order judgement and provision of expert advice.
 - professional qualifications, experience and standing
 - registration to practice in the relevant professional field
 - leadership in the development of professional standards.
 - testimonials, awards or other recognition that acknowledge leadership or achievement in the

discipline.

- contributions to a discipline through participation in governing bodies, advisory boards or professional networks.
 - professional development and training
 - design, creative and technical achievements
 - publications and presentations
 - teaching experience and success
- f. Any teaching and professional experience must be current and relevant to the discipline area.
- g. Experience in one of these areas will not be deemed to be conclusive evidence of equivalent professional experience. Rather, judgments regarding equivalence are likely to be based on evidence of the existence of a combination of these types of experience, as appropriate to the particular position under consideration
- a. Each case will be considered on an individual basis, taking into account specific needs of the unit and discipline area. Judgements will be based on fair and transparent processes. Relevant details of this policy will be communicated in writing to current and future staff in a timely manner.

4. Criteria for Assessing Professional Equivalence

AQF Level being taught	Required AQF level (AQF+1)	Professional Experience Equivalent
AQF Level 5-7 Diploma, Advanced Diploma, Associate Degree and Bachelor's Degree	Level 8 - Honours, Graduate Certificates, Graduate Diplomas in the field to which the unit is related.	Level 7 qualification and where applicable, current registration to practice within the relevant profession. PLUS EITHER
		5 years of relevant professional /industry experience in the field to which the unit is related, attained in the last 5 years in a role requiring highly developed skills, expertise and management of people, processes or projects OR
		5 years recent teaching experience in the field to which the course and/or subject relates to and at Level 7 informed by scholarship in the discipline area.
AQF Level 9 Masters Degree (By Course Work)	Level 10 - Doctorate by research or research or coursework in the field to which the unit is related.	Level 9 qualification and where applicable current registration to practice within the relevant profession PLUS EITHER

		5 years relevant professional experience in the field to which the course and/or subject relates to, attained at a senior level in a role requiring highly developed skills, expertise and management of people, processes or projects OR
		5 years recent teaching experience in the field to which the course and/or subject relates at to and at Level 9 informed by scholarship in the discipline area.

Level 10 Doctoral Degree (Professional)	Doctoral Degree (Research) or (Professional) in a relevant area (AQF Level 10)	Level 9 qualification and where applicable current registration to practice within the relevant profession PLUS EITHER
		7 years relevant professional experience in the field to which the course and/or subject relates to, attained at a senior level in a role requiring highly developed skills, expertise and management of people, processes or projects OR
		7 years recent teaching experience in the field to which the course and/or subject relates at to and at Level 9 informed by scholarship in the discipline area.

Version History

Version	Approved by	Approval Date	Details
1.0	CEO	19/7/2021	Extracted from Academic Staff Recruitment Policy and Procedures to form stand alone policy

Document Owner: Board of Director