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| **DETERMINATION OF PROFESSIONAL EQUIVALENCE**  ***(Refer to*** [***Determining Professional Equivalence for Staff Qualifications Policy PL280***](http://policysearch.ecu.edu.au/WebDrawer.PolicySearch/Record/732/file/document)***)*** | | | | | | | | | | | |
| **PART A: EMPLOYEE DETAILS**   * For new fixed term/ongoing appointments, please attach the completed form to the Appointment Form and submit to HR Services. * For new casual appointments, please upload the completed form within HROnboard as an Internal file. * For existing staff, please forward the completed form to Payroll Services. | | | | | | | | | | | |
| Is this for a new employee? | | Yes / No | | If No, Staff Number: | | | | | | | Title: |
| Surname: |  | | | | Given Name(s): | | |  | | | |
| **PART B: APPOINTMENT DETAILS** | | | | | | | | | | | |
| **School:** | | | | | | **Discipline:** | | | | | |
| **Position no.** | | | **Position title:** | | | | | | **Position Classification:** | | |
| **AQF level being taught/assessed:** | | |  | | | | **Minimum AQF level required:** | | |  | |
| **Unit(s)/Course(s) being taught/assessed:** | | |  | | | | | | | | |
| **Evidence met for determining professional equivalence: (select applicable)**  Leadership in the development of professional standards.  Performing in a role that requires high order judgement and the provision of expert advice, or roles at a senior level.  Managing significant projects in the field.  Testimonials, awards or other recognition that acknowledges leadership or expertise in the field of education.  Contributions in the field of education through participation in advisory boards and professional networks.  Peer reviewed publications in the field of education.  Other publications such as creative works, books and reports.  Leadership or management of research acknowledged by peers.  Additional evidence, please detail:      Supporting documentation is attached to provide evidence to support the Professional Equivalence. | | | | | | | | | | | |
| **PART C: SUPPORTING STATEMENT (to be completed by A/Dean, Discipline)**  **Please include how the evidence has been verified.** | | | | | | | | | | | |
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| **PART E: SIGNATURES AND APPROVAL** | | | | | | | | | | | |
| I confirm:  the staff member has the equivalent relevant academic, professional or practice-based experience and expertise to teach, coordinate and/or assess at the AQF level detailed in **Part B** based on the evidence attached.    this experience and expertise is in the same (or cognate) discipline as the Unit/Course detailed in **Part B**. | | | | | | | | | | | |
| **Recommended by: (A/Dean, Discipline)** | | | | | | | | | | | |
| *Name:* | | | | | *Signature:* | | | | | *Date:* | |
| **I am satisfied the staff member has the required professional equivalence. (Executive Dean)** | | | | | | | | | | | |
| *Name:* | | | | | *Signature:* | | | | | *Date:* | |
| **Additional Comments (optional): (Executive Dean)** | | | | | | | | | | | |
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***Minimum Qualification Requirements for Staff***

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| **AQF level being taught** | **Minimum AQF Qualification** | **Professional Experience Equivalence** |
| Level 5 Diploma | Level 6 Associate Degree, Advanced Diploma | Relevant professional experience within the last five years. |
| Level 6 Associate Degree Advanced Diploma | Level 7 Bachelor Degree | Relevant professional experience incorporating public recognition, supervision and/or management activity within the last five years. Except in special circumstances, the minimum qualification level to teach any University student is a Bachelor Degree. |
| Level 7 Bachelor Degree | Level 8 Bachelor Degree (Honours), Graduate Certificate, Graduate Diploma | Relevant professional experience incorporating public recognition, strategic and /or management activity within the last five years, AND  Contribution to the profession through leadership at organisational or national level.  Membership/registration to practice within the relevant discipline (if relevant),  PLUS ONE OF THE FOLLOWING:   1. Three years relevant teaching, research and/or professional experience in the last five years, or 2. Completion of at least two-thirds of a relevant level 9 (Masters) course plus some relevant teaching, research and/or professional experience, together totalling five years. |
| Level 8 Bachelor Degree (Honours) Graduate Certificate Graduate Diploma | Level 9 Masters Degree | Substantial professional experience incorporating public recognition, high level strategic and/or management activity within the last eight years; and evidence of significant contribution to the profession through leadership at an organisational or national level.  Current membership/registration to practice within the relevant profession (if relevant),  PLUS ONE OF THE FOLLOWING:   1. Five years relevant teaching, research and/or professional experience in the last ten years, or 2. Completion of at least two-thirds of a relevant level 9 (masters) course plus some relevant teaching, research, and/or professional experience, together totalling five years. |
| Level 9 Masters Degree  Master by Coursework | Level 10  Level 9 | Substantial professional experience incorporating public recognition, high level decision making, strategic and/or management activity within the last eight years; and evidence of significant contribution to the field through leadership at a national or international level.  Minimum AQF Level 9 qualification (Masters degree), plus, current membership/registration to practice within relevant profession (if relevant), PLUS ONE OF THE FOLLOWING:   1. Five years relevant teaching, research and/or professional experience in the last ten years, or 2. Completion of at least two-thirds of a relevant level10 (Doctoral) course, plus some relevant teaching and/or professional experience, together totalling five years. |
| Master by Research | | Refer to the Supervision of Students Undertaking Higher Degrees by Research policy. |
| Level 10 Doctoral Degree (Research) or (Professional) coursework components | | Refer to the Supervision of Students Undertaking Higher Degrees by Research policy. |

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