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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.
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| 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, ANDContribution 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.
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| 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.
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| Level 9 Masters DegreeMaster by Coursework | Level 10Level 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.
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| 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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