

ACADEMIC STAFF EQUIVALENCE ASSESSMENT FORM

Candidate name:	
Current Academic Level: (e.g. Level B)	
School:	
Hiring Manager:	
AQF Equivalent Experience (only mark one box)	<input type="checkbox"/> Bachelor Degree (AQF 7) <input type="checkbox"/> Graduate Diploma (AQF 8) <input type="checkbox"/> Graduate Certificate (AQF 8) <input type="checkbox"/> Bachelor Honours (AQF 8) <input type="checkbox"/> Masters Degree (AQF 9) <input type="checkbox"/> Doctoral Degree (AQF 10)
Detailed Field (Hiring Coordinator to determine from Head of School Field of Education Section) Refer to Fields of Education Tree to determine L3 Code	

This form is to assess if a prospective staff member complies with the minimum TEQSA qualifications requirement. Academic staff without the requisite and relevant qualification at AQF +1 (one AQF level higher than the level being taught) who are required to teach, must have equivalent professional experience to AQF+1.

This form does not apply to prospective staff who have formal qualifications at AQF +1 (one level higher than the level to be taught)
For further information please see the [AQF Levels](#).

Provide a copy of the application form, resume and claims against the selection criteria with this completed form to the Head of School to assist with their assessment.

CRITERIA

The criteria below should be considered a guide to the minimum requirements. Schools may require additional evidence or standards as appropriate for specific courses.

AQF Level (of course(s) being taught)	Minimum AQF Level required for teaching staff (AQF + 1)	Demonstration of a sufficient combination of the following equivalence factors to meet the learning outcomes of the AQF	Detail the relevant equivalence factors below which demonstrate this academic staff member is qualified to teach at this level
AQF Level 7 – Bachelors (Pass)	Minimum AQF Level 8: Bachelor Honours Degree, Graduate Certificate, Graduate Diploma OR AQF Level 7: Bachelors (Pass) plus an appropriate combination of criteria outlined in column 3 to be assessed as equivalent to AQF8 OR An appropriate combination of the criteria outlined in column 3 to be assessed as equivalent to AQF8	A sufficient combination of the following to demonstrate the learning outcomes of the relevant AQF level: <ul style="list-style-type: none"> Enrolled in honours or higher degree Strong academic record in a relevant discipline area (eg. Distinction average) Relevant professional experience Relevant industry training or non-formal course(s) Teaching, mentoring experience (eg. PASS leader) Leadership experience Performing in a role that requires high order judgement/provision of expert advice Professional registration and participation in professional networks Participation on advisory boards Peer reviewed publications in the field of study Other publications (eg. books, reports, presentations) Undertaking a professional development program in University teaching 	

<p>AQF Level 8 – Bachelors (Honours)</p> <p>Graduate Certificate</p> <p>Graduate Diploma</p>	<p>Minimum AQF Level 9: Masters</p> <p>OR</p> <p>Level 8: Bachelors (Honours), Graduate Certificate, Graduate Diploma plus an appropriate combination of the criteria in column 3 to be assessed as equivalent to AQF9</p> <p>OR</p> <p>An appropriate combination of the criteria outlined in column 3 to be assessed as equivalent to AQF9</p>	<p>A sufficient combination of the following to demonstrate the learning outcomes of the relevant AQF level:</p> <ul style="list-style-type: none"> Enrolled in Masters or higher degree Strong academic record in a relevant discipline area (eg. Honours 1st Class or 2(1)) Relevant professional experience Teaching, mentoring experience Performing in a role that requires high order judgement/provision of expert advice Leadership in the development of professional standards Professional registration and participation in professional networks Participation on advisory boards Peer reviewed publications in the field of study Other publications (eg. books, reports, presentations) 	
<p>AQF Level 9 – Masters</p>	<p>Minimum AQF Level 10:</p> <p>Doctoral</p> <p>OR</p> <p>Level 9: Masters plus an appropriate combination of the criteria in column 3 to be assessed as equivalent to AQF10</p> <p>An appropriate combination of the criteria outlined in column 3 to be assessed as equivalent to AQF10</p>	<p>A sufficient combination of the following to demonstrate the learning outcomes of the relevant AQF level:</p> <ul style="list-style-type: none"> Enrolled in PhD/Doctorate Strong academic record in a relevant discipline area Relevant professional experience Teaching, mentoring experience Performing in a role that requires high order judgement/provision of expert advice Leadership in the development of professional standards Participation in advisory boards and professional networks Peer reviewed publications in the field of study Other publications (eg. books, reports, presentations) 	
<p>AQF Level 10 – Doctoral</p>	<p>Minimum AQF Level 10:</p> <p>Doctoral</p> <p>OR</p> <p>10+ years relevant professional experience with a combination of the criteria in column 3 to be assessed as equivalent to AQF10</p>	<p>Relevant professional experience (10+ years) and a sufficient combination of the following to demonstrate the learning outcomes of the relevant AQF level:</p> <ul style="list-style-type: none"> Teaching, mentoring experience Performing in a role that requires high order judgement/provision of expert advice Leadership in the development of professional standards Participation in advisory boards and professional networks Peer reviewed publications in the field of study Independent research carried out Other publications (eg. books, reports, presentations) 	

FIELD OF EDUCATION (FOE)

Using the Field of Education tree, complete the required FOE details below. Refer to *Field of Education Tree* to determine

Broad Field	Narrow Field	Detailed Field
E.g. Health	Medical Studies	Paediatrics

EXCEPTIONS

Are there any exceptional circumstances to the above that would justify the appointment of this academic staff member? Please provide details. *If there is insufficient space please attach any justification to this form.*

Based on the evidence provided I am satisfied that the academic staff member has fulfilled the expectations for appointment with equivalence to AQF+1 for them to be employed as an academic in my School at the classification level requested.

Head of School Name	Signature	Date

Head of School, please return the completed form via email to hrrservicecentre@adelaide.edu.au