

Australian Qualification Framework – Offer Card

Introduction

The University of Adelaide has a responsibility to ensure that all students receive a quality learning experience across all its teaching locations and delivery modes.

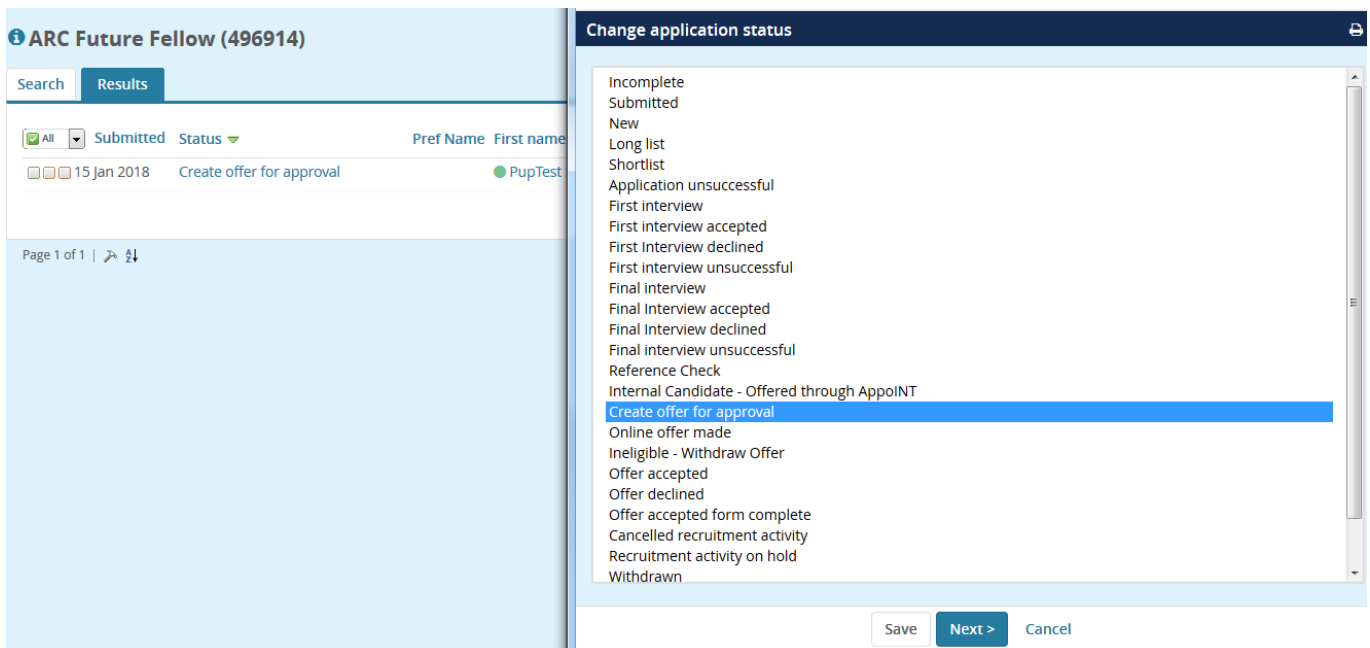
In order to achieve this we must ensure that that our academic staff are appropriately qualified in the relevant discipline, have a sound understanding of current scholarship and/or professional practice in the discipline that they teach, and have an understanding of the pedagogical and/or adult learning principles relevant to the students being taught, and:

- Are qualified to at least the Australian Qualification Framework (AQF) Qualification Standards level higher than the program in which they are teaching a course of study; or
- Are deemed to have obtained the “equivalent professional experience” in lieu of the formal qualifications.

Procedure

Login and access the Offer Card for the applicable candidate

- In an Internet Browser, open PageUp <http://www.adelaide.edu.au/hr/systems/recruitment/>
- Sign in using your usual University employee ID and password.
- Select **successful candidate** and change their status to **Create offer for approval**



The screenshot shows a web application interface for recruitment. On the left, there is a search results table for 'ARC Future Fellow (496914)'. The table has columns for 'Submitted', 'Status', 'Pref Name', and 'First name'. A single entry is visible with the status 'Create offer for approval' and a 'PupTest' icon. Below the table, it indicates 'Page 1 of 1'. On the right, a 'Change application status' dropdown menu is open, displaying a list of status options. The option 'Create offer for approval' is highlighted in blue. At the bottom of the dropdown, there are 'Save', 'Next >', and 'Cancel' buttons.

Submitted	Status	Pref Name	First name
15 Jan 2018	Create offer for approval		PupTest

- Incomplete
- Submitted
- New
- Long list
- Shortlist
- Application unsuccessful
- First interview
- First interview accepted
- First Interview declined
- First interview unsuccessful
- Final interview
- Final Interview accepted
- Final Interview declined
- Final interview unsuccessful
- Reference Check
- Internal Candidate - Offered through Appoint
- Create offer for approval**
- Online offer made
- Ineligible - Withdraw Offer
- Offer accepted
- Offer declined
- Offer accepted form complete
- Cancelled recruitment activity
- Recruitment activity on hold
- Withdrawn

Enter the Offer Details

1. Complete the Offer Details completing all required fields
2. When you reach **Section 3 Additional Information**, you will be required to complete the applicants highest qualification or their AQF Equivalent Experience
3. If the applicant does not hold appropriate qualifications, complete the **AQF Equivalent Experience** form and attach this to the applicant card

Section 3

ADDITIONAL INFORMATION

For all Academic appointments - please ensure a copy of the applicant's highest qualification is attached to their applicant card. Offers cannot be made for academic roles without a copy of the applicant's qualification.

For Professional Appointments - whilst not mandatory - if a qualification has been provided please upload in the applicant card.

If this position is academic - please ensure you provide the following details and upload relevant qualifications

Highest qualification level (AQF):

Select ▼

Qualification Name:

Date of completion:

dd mmm yyyy



Name of Institution:

Country:

If this applicant does not hold qualifications at the appropriate level - please upload and describe their equivalent experience **using this form**. Please note - this is only mandatory for AQF Levels 7-10

AQF Equivalent Experience:

Select ▼

Once saved add this as a document to the relevant application on the applicant card following [these instructions](#)

For further information relating AQF levels and AQF Equivalent Experience levels - [click here](#)

Enter the AQF or AQF Equivalent Details

1. Complete the **AQF details** or **AQF Equivalent** details using the drop down menu's and free text boxes

Highest qualification level (AQF):

Qualification Name:

Date of completion:

Name of Institution:

Country:

AQF Equivalent Experience:


Does this position require a Working with Children check (prescribed position):

AHPRA Registration details

1. If this is a clinical position within the **Faculty of Health and Medical Sciences**, ensure you provide the **AHPRA Registration** details and **expiration date**.

If this position is within the Faculty of Health and Medical Sciences and requires Clinical Registration - please complete the following:

AHPRA Registration Number:

Expiration date: 

Submit for Approval

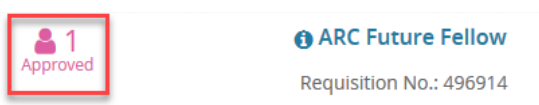
Attach the qualification/ AQF Equivalence form to the Applicant Card

1. Complete the **Staff Qualification Assessment Form** and save to your computer. Ensure this is signed by the appropriate delegate

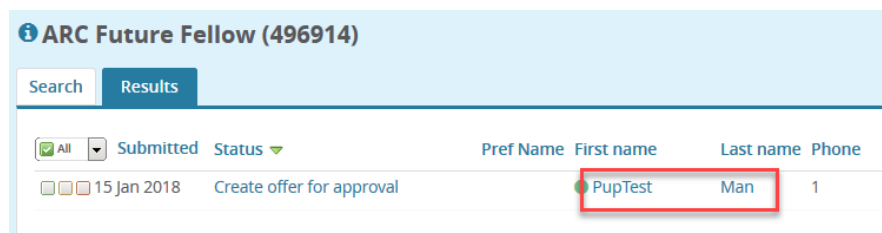
STAFF QUALIFICATIONS ASSESSMENT FORM	
Candidate name:	
Proposed Academic Level:	
School:	
Hiring Manager:	

The following form is to assess if the prospective staff member complies with the TEQSA requirement that academic staff without the

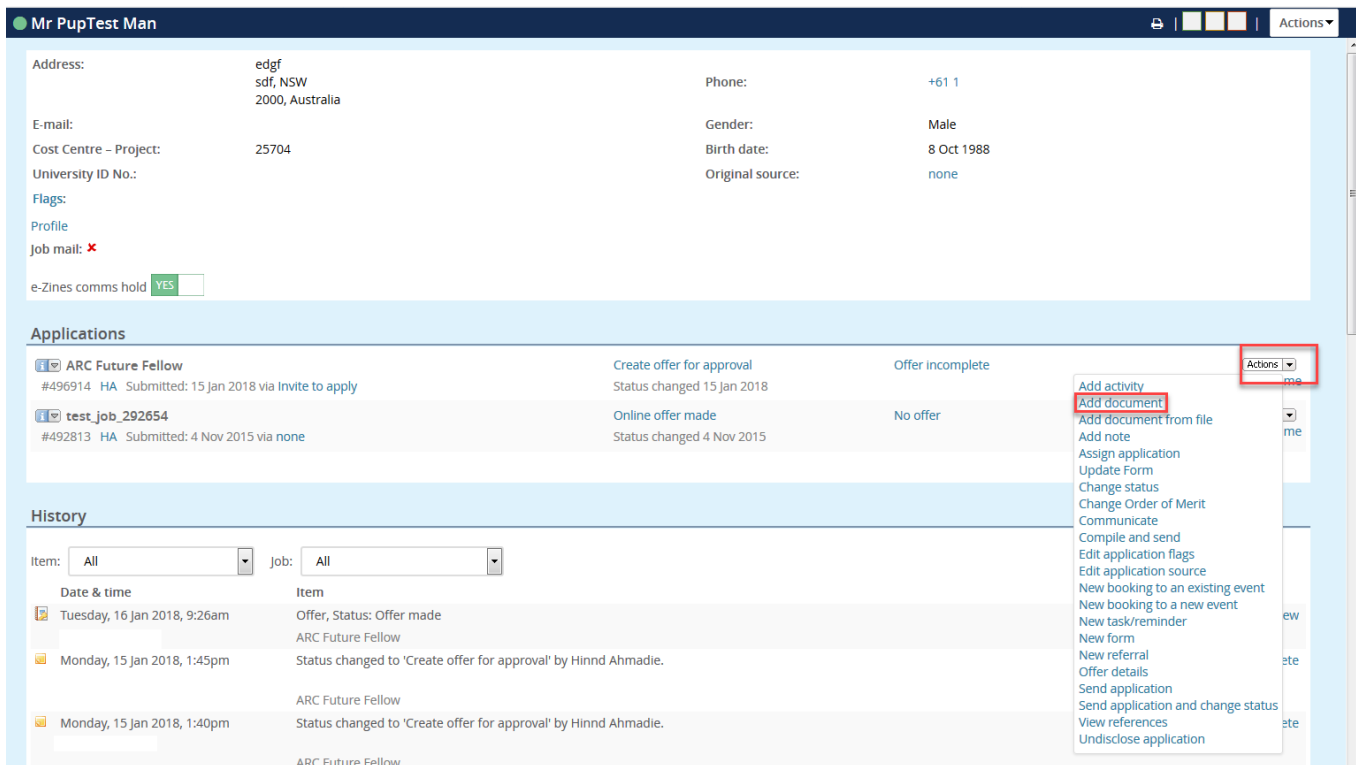
2. **Navigate** to the applicant card by clicking on the 'person' next to the job



3. Open the applicant card by selecting the applicant's name



4. Once in the applicant card, navigate to the **Actions** drop down list next to the job you are making an offer for



5. Upload the **Staff Qualification Assessment Form** – select **Other – Applicant** from the document category
6. Click **Save and close**

The screenshot shows a web browser window with the URL <https://adminuat.dc2.pageuppeople.com/beta/FileUpload?sData=Q>. The page title is "Upload a new document". The form contains the following elements:

- File:***: A field with two buttons: "Upload file" and "Dropbox".
- Document category:***: A dropdown menu with "Other - Applicant" selected.
- Title:**: An empty text input field.
- Buttons**: "Save and add another", "Save and close", and "Close".

Red boxes in the image highlight the "Upload file" button, the "Document category:*" dropdown, and the "Save and close" button.

What's next?

Human Resources will send a notification to the respective Hiring Coordinator once the Offer Card has been approved.

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au