**ACADEMIC STAFF EQUIVALENCE ASSESSMENT FORM**

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| **Candidate name:** |  |
| **Current Academic Level:** (e.g. Level B) |  |
| **School:** |  |
| **Hiring Manager:** |  |
| **AQF Equivalent Experience (only mark one box)** | * Bachelor Degree (AQF 7) ☐ Graduate Diploma (AQF 8) * Graduate Certificate (AQF 8) ☐ Bachelor Honours (AQF 8) * Masters Degree (AQF 9) ☐ Doctoral Degree (AQF 10) |
| **Detailed Field** (Hiring Coordinator to determine from Head of School Field of Education Section )  Refer to [Fields of Education Tree](https://www.adelaide.edu.au/hr/ua/media/279/rec-fields-of-education-tree.pdf) 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.](https://www.teqsa.gov.au/australian-qualifications-framework)

**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.

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| 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:   * 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 |  |

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| **AQF Level 8 –** Bachelors (Honours)  Graduate Certificate  Graduate Diploma | **Minimum Level AQF 9**: Masters  OR  **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  OR  An appropriate combination of the criteria outlined in column  3 to be assessed as equivalent to AQF9 | A sufficient combination of the following to demonstrate the learning outcomes of the relevant AQF level:   * 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) |  |
| **AQF Level 9 –**  Masters | **Minimum AQF Level 10**: Doctoral  OR  **Level 9**: Masters plus an appropriate combination of the criteria in column 3 to be assessed as equivalent to AQF10  An appropriate combination of the criteria outlined in column 3 to be assessed as equivalent to AQF10 | A sufficient combination of the following to demonstrate the learning outcomes of the relevant AQF level:   * 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) |  |
| **AQF Level 10 –**  Doctoral | **Minimum AQF Level 10**: Doctoral  OR  10+ years relevant professional experience with a combination of the criteria in column 3 to be assessed as equivalent to AQF10 | Relevant professional experience (10+ years) and a sufficient combination of the following to demonstrate the learning outcomes of the relevant AQFlevel:   * 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,](https://www.adelaide.edu.au/hr/ua/media/279/rec-fields-of-education-tree.pdf) complete the required FOE detailsbelow. *Refer to* [*Field of Education Tree*](https://www.adelaide.edu.au/hr/ua/media/279/rec-fields-of-education-tree.pdf) *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.* | | | |
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*Based on the evidence provided I am satisfied that the academic staff member has fulfilled the expectationsfor appointment with equivalence to AQF+1 for them to be employed as an academic in my School at the classificationlevel requested.*

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| **Head of School Name** | **Signature** | **Date** |
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*Head of School, please return the completed form via email to* [*hrservicecentre@adelaide.edu.au*](mailto:hrservicecentre@adelaide.edu.au)