**ACADEMIC STAFF EQUIVALENCE ASSESSMENT FORM**

|  |  |
| --- | --- |
| **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.

|  |  |  |  |
| --- | --- | --- | --- |
| AQFLevel (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 DiplomaOR**AQF Level 7**: Bachelors (Pass) plus an appropriate combination of criteria outlined in column 3 to be assessed as equivalent to AQF8ORAn 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
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **AQF Level 8 –** Bachelors (Honours)Graduate CertificateGraduate Diploma | **Minimum Level AQF 9**: MastersOR**Level 8**: Bachelors (Honours), Graduate Certificate, Graduate Diploma plus an appropriate combination of the criteria in column 3 to be assessed as equivalent to AQF9ORAn appropriate combination of the criteria outlined in column3 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**: DoctoralOR**Level 9**: Masters plus an appropriate combination of the criteria in column 3 to be assessed as equivalent to AQF10An 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**: DoctoralOR10+ 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.* |
|  |

*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.*

|  |  |  |
| --- | --- | --- |
| **Head of School Name** | **Signature** | **Date** |
|  |  |  |

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