Equivalence of Qualifications Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

Tertiary Education Quality and Standards Agency Act 2011 – Higher Education Standards Framework (Threshold Standards) 2021

2. PROCEDURAL DETAILS

The Threshold Standards require that staff with responsibilities for academic oversight and those in teaching and supervisory roles are appropriately equipped for their role.

2.1. Heads of School will ensure that staff with teaching or supervisory roles in courses or units of study have:

a) A qualification in a relevant discipline at least one level higher than is awarded for the course of study; or

b) Equivalent relevant academic or professional or practice-based experience and expertise.

2.2. Staff who teach specialised components of a course of study, such as experienced practitioners and teachers undergoing training, who may not fully meet the required Standard for teaching or supervision may instead have their teaching guided and overseen by staff who meet the standard *(Higher Education Standards Framework S3.2.3)*.

2.3. Staff who are formally appointed to a supervisory panel for the thesis component of a higher degree by research degree will meet the requirements of the supervisory register or be part of a supervisory panel where the panel members meet clause 2.2 and as outlined in the *Higher Degree by Research (HDR) Supervision Policy* and *Higher Degree by Research (HDR) Supervision Procedures*.

2.4. Qualification equivalency process

2.4.1 The Director, People and Culture (or nominee) will notify new staff of any requirement to obtain an Equivalence of Qualification evaluation prior to the commencement of a new role.

2.4.2 The staff member will submit an application for the Equivalence of Qualification to be assessed by the Head of School. The Head of School will provide a recommendation to the Deputy Pro Vice Chancellor who will consider the evidence and recommendation and approve/not approve the equivalence of qualification.

2.4.3 Where there is a conflict of interest, difficulty in determining an outcome, or there is an appeal, these cases will be considered by an Equivalence of Qualification Panel. An Equivalence of Qualification Panel will be established in each Faculty and comprise the following:

- Pro Vice-Chancellor (Chair);
- Deputy Vice-Chancellor, Academic (or nominee); and
- One other academic staff member or a discipline expert nominated by the Head of School (relevant to the application being considered).

2.4.4 Global campuses will convene a separate campus/area-based Equivalence of Qualification Panel comprising the same (or equivalent) as outlined in 2.4.3 subject to local regulatory requirements. For offshore teaching partnerships, Equivalence of Qualification will be assessed by the relevant Faculty as per 2.4.3.

2.4.5 Applications for Equivalence of Qualification will be assessed in accordance with the appropriate Australian Qualifications Framework (AQF) level and the Curtin Equivalence of Qualifications Guidelines. Staff must meet all the required criteria for the course of study in which they are teaching or supervising but not necessarily all to the same degree of depth.

2.4.6 The decision of the Deputy Pro Vice-Chancellor and/or the Equivalence of Qualification Panel will be provided to the applicant, Head of School, relevant People and Culture area and where appropriate the offshore teaching partner.

2.4.7   Decisions of the Equivalence of Qualification process will be academically defensible and documented for reporting, audit, and benchmarking purposes.

2.5. Quality assurance, review and reporting

2.5.1.   A number of applications will be selected by People and Culture (or equivalent for a Global campus or offshore teaching partnership), for review by an independent moderator (internal or external) to review the process for best practice and ensure consistency and fairness.

2.5.2.   People and Culture will provide an annual report for the Deputy Vice-Chancellor, Academic with:

a.   The number of applications considered;

b.   The outcome of each application against each AQF award type;

c.   The number of academic staff, the AQF Level in which they are teaching and their qualification, including those with equivalent professional experience approved under the Equivalence of Qualification process.

3.   RESPONSIBILITIES

In addition to responsibilities set out in section 2:

3.1   **Pro Vice-Chancellors** are responsible for ensuring an Equivalence of Qualification panel is established in their relevant Faculty or Campus to consider cases as and when required;

3.2   **Heads of School** are responsible for ensuring that their staff are appropriately qualified or have an Equivalence of Qualification determined;

3.3   The **Associate Deputy Vice-Chancellor, Learning and Teaching** is responsible for the operation of the process, advice, quality management and improvement, consistency and fairness; and

3.4   The **Director, People and Culture** is responsible for the collection, storage and reporting of staff qualifications and outcomes from the Equivalence of Qualification process.

4.   SCOPE OF PROCEDURES

These procedures apply to all teaching and supervisory staff at all campuses and partnerships, noting that those staff supervising the thesis component of a higher degree by research course will also satisfy the supervisory panel membership requirements. See *Higher Degree by Research (HDR) Supervision Policy* and *Higher Degree by Research (HDR) Supervision Procedures*.

5.   DEFINITIONS
(Note: Commonly defined terms are located in the *Curtin Common Definitions*. Any defined terms below are specific to this document)

6.   SCHEDULES

Nil

7.   RELATED DOCUMENTS/LINKS/FORMS

Australian Qualifications Framework

Higher Education Standards Framework (Threshold Standards 2021)

Higher Degree by Research (HDR) Supervision Policy

Higher Degree by Research (HDR) Supervision Procedures

Policy Compliance Officer	Michele Willson, Associate Provost,
Policy Manager	Provost

Approval Authority	Provost
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	05/12/2017	Deputy Vice-Chancellor, Academic	EM1730	Unconditional
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