



POLICY FOR DETERMINING THE EQUIVALENCE OF PROFESSIONAL EXPERIENCE AND ACADEMIC QUALIFICATIONS

Purpose

The Higher Education Standards Framework (Threshold Standards) requires staff teaching in programs within the higher education sector to hold a qualification which is at least one Australian Qualifications Framework (AQF) level higher than the course that they teach (“AQF+1”) or they should have equivalent professional experience. These guidelines are provided to enable Australian Institute of Business (AIB) to assess the equivalence to AQF qualifications of the professional experience of its academic staff who do not have the required level of qualification.

Scope

This policy applies to academic staff who teach students in AIB Subjects and who are employed or contracted by AIB.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Policy principles:

1. Academic staff responsible for oversight of or with teaching and supervisory roles in an AIB Subject are required to have a qualification in the relevant discipline at least one level higher than the qualification for the Subject. For example, if a Subject is AQF Level 8 but is part of a Level 9 award, the teaching and learning staff must have a Level 10 qualification.
2. Where the above requirement is not evidenced, equivalent relevant academic or professional or practice-based expertise must be demonstrated to the relevant Associate Dean in the form of same level qualification in the discipline, plus one of the following:
 - a. Teaching experience at the same AQF level or higher of and in a related discipline to, the Subject being taught, for a minimum of 5 years with AIB and/or another higher education provider within the last 10 years;
 - b. At least 5 years’ professional experience in the last 10 years as relevant to the learning outcomes of the Subject being taught;
 - c. At least 3 years’ experience in the last 10 years as relevant to the learning outcomes of the Subject being taught and appropriate progression in an appropriate doctoral program;
 - d. Demonstrated expertise as relevant to the learning outcomes of the Subject being taught and approved by the Academic Dean;
 - e. Other circumstances as approved by the Academic Dean where documented evidence of appropriate skills, knowledge and application of skills and knowledge are provided as relevant to the learning outcomes of the Subject being taught.

3. Staff supervising doctoral degrees (AQF Level 10) must have a doctoral degree or equivalent research experience as approved by the Academic Dean.
4. Where staff are approved to teach in a Subject but have not met any of the above requirements, they will be provided:
 - a. Mentoring and supervision by an AIB academic who has met the requirements, or
 - b. A professional development plan as approved by the Academic Dean in which the individual is provided opportunities to build appropriate skills and knowledge within an agreed timeframe and therefore be considered as having teaching and/or professional experience as relevant to the learning outcomes of the Subject being taught.
5. Any teaching staff employed by third parties must also meet the requirements of this policy.
6. AIB will keep records of:
 - a. Academic staff qualifications and professional experience including copies of testamurs and CVs;
 - b. The assessment and approval processes and outcomes of how teaching and professional experience is deemed to be equivalent to Subject learning outcomes;
 - c. Reviews of suitability of staff where Subject learning outcomes are revised and amended.

Responsibility:

Academic Dean

Related Policies and Procedures:

Procedure for Determining the Equivalence of Professional Experience and Academic Qualifications Higher Degrees by Research Policy and Procedure

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