



## **PROCEDURE FOR DETERMINING THE EQUIVALENCE OF PROFESSIONAL EXPERIENCE AND ACADEMIC QUALIFICATIONS**

### **Governing Policy**

Policy for Determining the Equivalence of Professional Experience and Academic Qualifications

### **Purpose**

To provide framework for operationalising the policy.

### **Definitions**

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

### **Procedure**

1. Upon appointment and/or upon changes to the subject learning outcomes, academic staff will be assessed against the requirements set out in Thresholds Standards 3.2.3.
2. The assessment of equivalence will be undertaken by the relevant Head of Discipline and approved by the Academic Dean.
3. The Academic Dean may assess broader skills or qualifications such as the following:
  - (a) research and/or creative work/projects at an advanced level;
  - (b) publications, presentations and conference participation;
  - (c) experience outside tertiary education in industry, business or government employment; and
  - (d) leadership in local, state or national advisory bodies and/or community organisations.
4. The Academic Dean is responsible for employment of AIB academic staff and therefore must be satisfied that where candidates have a formal qualification which is at the same AQF level as the course which they are applying to teach, the combination of their formal qualifications and their professional experience will provide them with the appropriate knowledge and level of skills to enable them to undertake the nominated teaching roles to AIB students.
5. Where an individual academic staff member does not sufficiently meet all of the criteria set out in this policy, the Academic Dean shall put in place an appropriate and documented plan of strategies, including mentoring by, and team teaching with, fully qualified academic staff. The purpose of the plan is to enable the individual to successfully transition to the requirements of this policy.
6. The Academic Dean must provide Human Resources with details of the guidelines used by AIB in assessing equivalences as well as details of how each individual academic staff member was assessed as meeting these guidelines.

7. Human Resources must maintain appropriate records including CVs, testamurs and other relevant documentation such as the outcomes of any assessment to determine equivalence

**Related Forms:**

Nil

**Responsibility:**

Academic Dean

<b>Current Status:</b>	<b>Version 1</b>
<b>Approved By:</b>	Board of Directors (endorsed by the Academic Board)
<b>Date of Approval:</b>	31 July 2019
<b>Effective From:</b>	<b>31 July 2019</b>
<b>Previous Version:</b>	23 August 2017 <i>Guidelines for Determining the Equivalency of Professional Experience to the AQF Levels for Academic Staff V4</i>
<b>Date of Next Review:</b>	31 July 2022