

PROFESSIONAL EQUIVALENCE TO ACADEMIC QUALIFICATIONS FOR STAFF POLICY

PURPOSE

This policy provides the principles and guidelines to ensure that CG Spectrum Institute (CGSI) academic staff members are appropriately qualified in the relevant discipline, and have a sound understanding of current scholarship and/or professional practice in the discipline that they teach.

SCOPE

This policy applies to CGSI academic staff.

DEFINITIONS

AQF Standard Levels are statements of the typical achievement of graduates who have been awarded a qualification at each AQF level.

RESPONSIBILITIES

The Executive Dean is responsible for assessing the qualifications and experience of applicants for teaching positions at CGSI.

The Dean Learning and Teaching will encourage all academic staff to undertake further study and professional development activities and programs to enhance their knowledge of the discipline and pedagogical practice relevant to CGSI's accredited higher education courses.

The Academic Board will establish a **Professional Equivalence Panel** to confirm the assessment of the **Executive Dean**.

Individual applicants for teaching positions who do not have the requisite formal qualifications will be responsible for self assessing in the first instance and providing supporting evidence.

POLICY

1. CGSI students will be taught by well-qualified and experienced staff.
2. Generally, academic staff members at CGSI are qualified at least one AQF level higher than the course of study being taught, have an understanding of the pedagogical principles relevant to CGSI courses, and have professional or relevant industry experience in the discipline.
3. CGSI recognises that the expertise of teaching staff with considerable professional and practical work experience is valued by students and leads to positive graduate outcomes.
4. Therefore, CGSI will employ some academic staff members who are deemed to have obtained the "equivalent professional experience" in lieu of the formal qualification.

Details of academic qualifications and equivalent professional experience are set out in the Tables attached to this policy.

5. Where academic staff meet teaching requirements via equivalent professional experience, they will be supported by a senior academic staff member with expertise in the relevant discipline as appropriate.
6. The criteria set out in these Tables will be applied in the context of CGSI's accredited courses, the discipline area and the learning outcomes of the particular unit of study that the academic staff member will teach. Staff and candidates can demonstrate they meet the criteria with a range of evidence including:
 - Job or position descriptions
 - Detailed work or project history
 - References from colleagues and supervisors
 - Narrative describing relevant activities, positions, projects and their outcomes
 - Portfolios
7. Qualifications and/or experience of the staff member will be in the same (or in a cognate) discipline as the program content and materials being taught.
8. In order to ensure that qualification "equivalence" is appropriate for the AQF level being taught, the Executive Dean will request the advice of senior member/s of academic staff with expertise in the relevant discipline. The Executive Dean will then document the basis for the assessment that an applicant's professional experience provides the applicant with the appropriate level of skills, attitudes, knowledge and currency to undertake the specific teaching duties.
9. The Executive Dean will refer the assessment to the Professional Equivalence Panel for confirmation.
10. The confirmed assessment will be included in the academic staff member's personnel file.

RELATED

Staff Selection Recruitment and Appointment Policy
 Staff Selection Recruitment and Appointment Procedure
 Sessional Academic Staff Employment Policy
 Staff Induction Program Policy
 Staff Induction Procedure
 Register for Professional Equivalence to Academic Qualifications

Version Control

Document: Professional Equivalence to Academic Qualifications for Staff Policy		
Approved by: Academic Board & Governing Board		Date: May 2023
Version: V3.1	Replaces Version: V3.0	Next Review: May 2026

3.0	Minor edits
V1.2	Minor edits and logo

Assessment for AQF Level 6 Equivalency

Describe below how have you achieve the required equivalency of an AQF Level 6 in your professional experience

Primary Criteria: Where a primary criterion can't be demonstrated staff or candidates can draw from the secondary lists below to demonstrate equivalency	Candidates can demonstrate they meet the criteria with a range of evidence, ref section 5. of the policy:
a) Can demonstrate broad theoretical and technical knowledge of their discipline or profession	
b) Has a broad range of cognitive, technical and communication skills to select and apply methods and technologies to: <ul style="list-style-type: none"> • analyse information to complete a range of activities • interpret and transmit solutions to unpredictable and sometimes complex problems • transmit information and skills to others 	
c) Can apply knowledge and skills to demonstrate autonomy, judgement and defined responsibility: <ul style="list-style-type: none"> • in contexts that are subject to change • within broad parameters to provide specialist advice and functions 	
d) Provide evidence that they are aware of the ethical and social dimensions of the practice they undertake	
Secondary Criteria: Must meet at least one	
e) Can provide evidence of high level experience in professional engagement, research or collaborative work in employment or with CGSI or another higher education provider	
f) Has an active research profile in their discipline	

g) Has publications related to their profession or discipline	
h) Has teaching qualifications and/or experience, and demonstrated an ability to communicate knowledge and ideas to a variety of audiences	
i) Has an established track record of excellence in teaching lower-AQF qualifications (of a period of at least three years, supported by employer and student commendations)	
j) Has led industry training or professional development programs, has performed on-the-job training, or has supervised interns, trainees and entry level staff.	
k) Has an ongoing responsibility for planning professional development events for a related industry group	
l) Has regular involvement in public lectures and industry panels within the last two years.	
m) Has held management and/or leadership roles in their industry and/or the wider community	
n) Has an established industry profile of professional employment for a period of five years or more	
o) Currently enrolled in a course of study which will allow them to meet the AQF+1 criteria	
Alternative Secondary Criteria for Creative Industries teaching staff	
p) Has a production credit on a film/television/game project with national or international release within the past 25 months	
q) Has production credits on a project which has received competitive grant funding, is recognised by a significant curatorial authority or nominated for an industry award within the past 25 months	
r) Has performed a significant consulting role on a project meeting one of the	

above criteria within the past 12 months	
s) Has professional credits on at least 2 film, television or game development projects with significant national or international distribution or broadcast, including at least one credit as a Lead or equivalent	
t) Has professional credits on at least 5 films, and/or television projects and/or 2 game projects with significant national or international distribution or broadcast.	

Assessment for AQF Level 7 Equivalency

Describe below how have you achieve the required equivalency of an AQF Level 7 in your professional experience

Primary Criteria: Must meet all criteria	
a) Can demonstrate broad and coherent theoretical and technical knowledge with depth in their discipline of profession	
b) Has well developed cognitive, technical and communication skills to select and apply methods and technologies to: <ul style="list-style-type: none"> • Analyse and evaluate information to complete a range of activities • Analyse, generate and transmit solutions to unpredictable and sometimes complex problems • transmit knowledge, skills and ideas to others 	
c) Can apply knowledge and skills to demonstrate autonomy, well-developed judgement and responsibility: <ul style="list-style-type: none"> • in contexts that require self directed work and learning • within broad parameters to provide specialist advice and functions 	

d) Provide evidence that they are aware of the ethical and social dimensions of the practice they undertake	
Secondary Criteria: Must meet at least one	
e) Can provide evidence of high level experience in professional engagement, research or collaborative work in employment or with CGSI or another higher education provider	
f) Has an active research profile in their discipline	
g) Has publications related to their profession or discipline	
h) Has teaching qualifications and/or experience, and demonstrated an ability to communicate knowledge and ideas to a variety of audiences	
i) Has an established track record of excellence in teaching lower-AQF qualifications (of a period of at least three years, supported by employer and student commendations)	
j) Has led industry training or professional development programs, has performed on-the-job training, or has supervised interns, trainees and entry level staff.	
k) Has an ongoing responsibility for planning professional development events for a related industry group	
l) Has regular involvement in public lectures and industry panels within the last two years.	
m) Has held management and/or leadership roles in their industry and/or the wider community	
n) Has an established industry profile of professional employment for a period of five years or more	
o) Currently enrolled in a course of study which will allow them to meet the AQF+1 criteria	

Alternative Secondary Criteria for Creative Industries teaching staff	
p) Has a production credit on a film/television/game project with national or international release within the past 25 months	
q) Has production credits on a project which has received competitive grant funding, is recognised by a significant curatorial authority or nominated for an industry award within the past 25 months	
r) Has performed a significant consulting role on a project meeting one of the above criteria within the past 12 months	
s) Has professional credits on at least 2 film, television or game development projects with significant national or international distribution or broadcast, including at least one credit as a Lead or equivalent	
t) Has professional credits on at least 5 films, and/or television projects and/or 2 game projects with significant national or international distribution or broadcast.	

Assessment for AQF Level 8 Equivalency

Describe below how have you achieve the required equivalency of an AQF Level 8 in your professional experience

Primary Criteria: Must meet all criteria	
a) Can demonstrate advanced theoretical and technical knowledge in their discipline or area of practice	
b) Has advanced cognitive, technical, and communication skills to select and apply methods and technologies to: <ul style="list-style-type: none"> ● analyse critically, evaluate and 	

transform information to complete a range of activities <ul style="list-style-type: none"> • analyse, generate and transmit solutions to complex problems • transmit knowledge, skills and ideas to others 	
c) Can apply knowledge and skills to demonstrate autonomy, well developed judgement, adaptability and responsibility as a practitioner or learner.	
d) Provide evidence that they are aware of the ethical and social dimensions of the practice they undertake	
Secondary Criteria: Must meet at least one	
e) Can provide evidence of high level experience in professional engagement, research or collaborative work in employment or with CGSI or another higher education provider	
f) Has an active research profile in their discipline	
g) Has publications related to their profession or discipline	
h) Has teaching qualifications and/or experience, and demonstrated an ability to communicate knowledge and ideas to a variety of audiences	
i) Has an established track record of excellence in teaching lower-AQF qualifications (of a period of at least three years, supported by employer and student commendations)	
j) Has led industry training or professional development programs, has performed on-the-job training, or has supervised interns, trainees and entry level staff.	
k) Has an ongoing responsibility for planning professional development events for a related industry group	
l) Has regular involvement in public lectures and industry panels within the	

last two years.	
m) Has held management and/or leadership roles in their industry and/or the wider community	
n) Has an established industry profile of professional employment for a period of five years or more	
o) Currently enrolled in a course of study which will allow them to meet the AQF+1 criteria	
Alternative Secondary Criteria for Creative Industries teaching staff	
p) Has a production credit on a film/television/game project with national or international release within the past 25 months	
q) Has production credits on a project which has received competitive grant funding, is recognised by a significant curatorial authority or nominated for an industry award within the past 25 months	
r) Has performed a significant consulting role on a project meeting one of the above criteria within the past 12 months	
s) Has professional credits on at least 2 film, television or game development projects with significant national or international distribution or broadcast, including at least one credit as a Lead or equivalent	
t) Has professional credits on at least 5 films, and/or television projects and/or 2 game projects with significant national or international distribution or broadcast.	

Assessment for AQF Level 9 Equivalency

Describe below how have you achieve the required equivalency of an AQF Level 9 in your professional experience

Primary Criteria: Must meet all criteria	
a) Can demonstrate advanced and integrated understanding of a complex body of knowledge in their discipline of profession	
b) Has expert, specialized cognitive, and technical skills in a body of knowledge or practice to independently: <ul style="list-style-type: none"> • analyse critically, reflect on and synthesise complex information, problems, concepts and theories • research and apply established theories to a body of knowledge or practice • interpret and transmit knowledge, skills and ideas to specialist and non-specialist audiences 	
c) Can apply knowledge and skills to demonstrate autonomy, expert judgement, adaptability and responsibility as a practitioner or learner.	
d) Provide evidence that they are aware of the ethical and social dimensions of the practice they undertake	
Secondary Criteria: Must meet at least one	
e) Can provide evidence of high level experience in professional engagement, research or collaborative work in employment or with CGSI or another higher education provider	
f) Has an active research profile in their discipline	
g) Has publications related to their	

profession or discipline	
h) Has teaching qualifications and/or experience, and demonstrated an ability to communicate knowledge and ideas to a variety of audiences	
i) Has an established track record of excellence in teaching lower-AQF qualifications (of a period of at least five years, supported by employer and student commendations)	
j) Has led industry training or professional development programs, has performed on-the-job training, or has supervised apprentices or cadets.	
k) Has an ongoing responsibility for planning professional development events for a related industry group	
l) Has regular ongoing involvement in public lectures and industry panels (at least two appearances per year)	
m) Has held management and/or leadership roles in their industry and/or the wider community	
n) Has an established industry profile of professional employment for a period of five years or more	
o) Currently enrolled in a course of study which will allow them to meet the AQF+1 criteria	
Alternative Secondary Criteria for Creative Industries teaching staff	
p) Has a production credit on a film/television/game project with national or international release within the past 25 months	
q) Has production credits on a project which has received competitive grant funding, is recognised by a significant curatorial authority or nominated for an industry award within the past 25 months	
r) Has performed a significant consulting role on a project meeting one of the above criteria within the past 12 months	

s) Has professional credits on at least 2 film, television or game development projects with significant national or international distribution or broadcast, including at least one credit as a Lead or equivalent	
t) Has professional credits on at least 5 films, and/or television projects and/or 2 game projects with significant national or international distribution or broadcast.	