



Staff Qualifications and Experience Policy and Procedures

1 Purpose

This Policy:

- outlines the standards and criteria used in assessing the professional experience of academic staff to be involved in teaching, assessment marking and academic supervisory roles, and
- ensures that academic staff appointed to undertake such roles are appropriately qualified.

2 Scope

This policy applies to all Holmes Institute Pty Ltd (“Holmes”) higher education academic staff, including employees and contractors.

3 Policy Principles and Standards

- 3.1 Holmes requires that all academic staff who undertake teaching and learning or academic supervisory roles are appropriately qualified in the discipline in which they are engaged to work.
- 3.2 In accordance with the Higher Education Standards Framework (Threshold Standards), all Holmes academic staff must have:
- a) a qualification in a relevant discipline at least one AQF qualification level higher than the course of study being taught, OR
 - b) equivalent relevant academic or professional or practice-based experience and expertise; AND
 - c) knowledge of contemporary developments in their specific discipline or field including knowledge of contemporary teaching, learning and assessment relevant to their discipline, role, modes of delivery and the specific needs of Holmes’ student cohorts.
- 3.3 For academic staff assessed under the criteria in 3.2b) above, the relevant staff member must have adequate, demonstrable equivalent professional experience in the relevant field or industry defined as:
- a minimum of five years’ appropriate field or industry experience that demonstrates achievement of specific knowledge and skills relevant to the role.
- 3.4 Holmes recognises that in some discipline areas, a combination of industry or professional registration, professional experience and qualifications are required to achieve professional standards. In such cases, the relevant professional and industry experience would be used to assess whether the academic staff member can be deemed to have equivalent experience to 3.2a) above.
- 3.5 All academic staff are fully informed of the requirements for delivering relevant Holmes higher education courses, and are reviewed and endorsed to teach, assess or supervise Holmes’ higher

education subjects in accordance with this Policy.

3.6 The criteria below are the minimum qualifications or professional equivalence for academic staff teaching, assessing or supervising Holmes higher education courses.

| Subject/ Course AQF Qualification Level being taught | Minimum staff AQF Qualification Level | Professional Experience Equivalence Criteria |
|--|--|--|
| <p>Level 5 Diploma <i>Only when the Diploma is a stand- alone qualification</i></p> | <p>Level 6 Associate Degree</p> | <p>AQF Level 5</p> <p>WITH EITHER</p> <ul style="list-style-type: none"> • Minimum 5 years relevant professional full-time experience in a relevant field and/or discipline area, together with a sound understanding of current scholarship in the discipline and demonstrated ability to engage students in intellectual inquiry <p>OR</p> <ul style="list-style-type: none"> • Enrolment in a relevant AQF Level 6 program plus relevant professional experience totalling a minimum of 3 years. |
| <p>Level 6 Associate Degree <i>Only when the Associate Degree or Advanced Diploma are stand- alone qualifications</i></p> | <p>Level 7 Bachelor Degree</p> | <p>AQF Level 6</p> <p>WITH EITHER</p> <ul style="list-style-type: none"> • Minimum 5 years relevant professional full-time experience in a relevant field and/or discipline area, together with a sound understanding of current scholarship in the discipline and demonstrated ability to engage students in intellectual inquiry <p>OR</p> <ul style="list-style-type: none"> • Enrolment in a relevant AQF Level 7 program plus relevant professional experience totalling a minimum of 3 years. |
| <p>Level 7 Bachelor Degree</p> | <p>Level 8 Bachelor Honours Degree, Graduate Certificate or, Graduate Diploma</p> | <p>AQF Level 7</p> <p>WITH EITHER</p> <ul style="list-style-type: none"> • Minimum 5 years relevant professional full-time experience in a relevant field and/or discipline area, together with a sound understanding of current scholarship in the discipline and demonstrated ability to engage students in intellectual inquiry <p>OR</p> <p>Enrolment in a relevant AQF Level 8 program, or relevant professional designation/ membership (see 3.7 below) plus relevant professional experience totalling a minimum of 3 years</p> |

| Subject/ Course AQF Qualification Level being taught | Minimum staff AQF Qualification Level | Professional Experience Equivalence Criteria |
|---|---|--|
| Level 8 <i>Graduate Certificate, Graduate Diploma</i> | Level 9 Masters by research or coursework | AQF Level 8 WITH EITHER <ul style="list-style-type: none"> • Minimum 5 years relevant professional full-time experience in a relevant field and/or discipline area, plus current membership of a professional association, together with a sound understanding of current scholarship in the discipline and demonstrated ability to engage students in intellectual inquiry OR Enrolment in a relevant AQF Level 9 program, or relevant professional designation/ membership (see 3.7 below) plus relevant professional experience totalling a minimum of 3 years. |
| Level 9 Masters Degree (Coursework) | Level 10 Doctorate by research or coursework | AQF Level 9 WITH EITHER <ul style="list-style-type: none"> • Minimum 5 years relevant professional full-time experience in a relevant field and/or discipline area, plus current membership of a professional association, together with a sound understanding of current scholarship in the discipline and demonstrated ability to engage students in intellectual inquiry OR Enrolment in a relevant AQF Level 10 program, or relevant professional designation/ membership (see 3.7 below) plus , plus relevant professional experience totalling a minimum of 3 years. |

3.7 Recognition of professional designations/ membership

Holmes recognises some professional designations or memberships when assessing academic staff against the professional experience equivalence criteria outlined in the table above. These include:

- (a) Current registration as a Certified Practicing Accountant (CPA); or
 - (b) Current registration as a Chartered Accountant (CA).
 - (c) Current registration as a Fellow of the Australian Marketing Institute (FAMI CPM).
 - (d) Current registration as a Fellow of the Australian Institute of Project Management (FAIPM).
 - (e) Current registration as a Fellow of the Australian Institute of Management (FAIM).
 - (f) Senior Member or Fellow of the Australian Computer Society.
- and their international equivalents.

Staff wishing to rely on a professional designation or membership for professional experience equivalence must provide current evidence of their professional designation or membership.

3.8 Mentoring of early-career staff

Any academic staff member that does not meet the requirements of this Policy or who is an early career academic will be supported through mentorship by an appropriately qualified staff from the same discipline area. Early career academic staff members are defined as those with under 3 years of teaching experience. Early career academic staff members will also be directly supervised by the relevant campus Academic Manager or equivalent in liaison with the relevant Course Convenor in ensuring that such staff are adequately informed and supported in fulfilling their duties.

Related Policy

Staff Training and Development Policy

Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

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| Responsible Officer(s) | Dean (Operations) |
| Implementation Officer | Relevant Academic Manager or equivalent |