

# Qualifications & Equivalent AQF Level for Academic Casual Staff

## Purpose

The University of Adelaide has a responsibility to ensure that all students receive a quality learning experience across all its teaching locations and delivery modes.

In order to achieve this, we must ensure that our academic staff are appropriately qualified in the relevant discipline, have a sound understanding of current scholarship and/or professional practice in the discipline that they teach, have an understanding of the teaching methods and/or adult learning principles relevant to the students being taught, and:

- a. Are qualified to at least the Australian Qualification Framework (AQF) Qualification Standards level higher than the program in which they are teaching a course of study (AQF+1); or
- b. Are deemed to have obtained the “equivalent professional experience” in lieu of the formal qualifications.

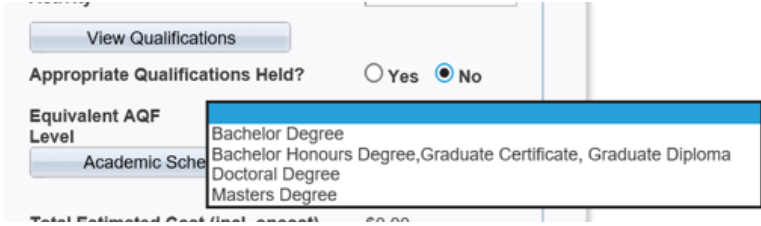
## Tips

Who is responsible?	What to do?
<b>Before casual engagement</b>	
<p><b>Casual Coordinator/Casual Supervisor</b></p>	<ol style="list-style-type: none"> <li>1. Review qualifications held by the prospective academic casual staff member and sight the documents (parchment/ transcripts) evidencing relevant qualifications. <p>Note that for prospective casuals who are an existing or previous staff member, the Qualifications may also be viewed by clicking on <b>View Qualification</b> button on <b>Initiate a new Casual Engagement</b> page, if available in University's HR System.</p> <p>It is the casuals responsibility through their on-boarding task to upload documentation if they are deemed to have appropriate qualifications.</p> </li> <li>2. If the prospective casual does not hold qualifications at AQF+1 level: <ol style="list-style-type: none"> <li>2.1 Seek evidence from the prospective casual showing “equivalent professional experience” bringing them to AQF+1 level OR If their qualifications are the same AQF level as the program in which they are teaching a course of study, BUT they will be receiving supervision for teaching at AQF+1 level, seek information from their supervisor outlining the supervising arrangements.</li> <li>2.2 Complete the <a href="#">Academic Staff Qualifications Assessment form</a> and provide to the Head of School for consideration, together with the information provided by the prospective casual and/or their supervisor.</li> </ol> </li> </ol>

	<p>Do not proceed with the engagement until the Head of School has reviewed and approved the proposal.</p> <p>3. Read more information on Academic Staff Qualifications available at - <a href="https://www.adelaide.edu.au/hr/recruitment/aqf/">https://www.adelaide.edu.au/hr/recruitment/aqf/</a></p>
<p><b>Head of School</b></p>	<p>1. Provide guidance to Casual Coordinator in regards to equivalent Australian Qualification Framework (AQF) level based on prospective casual's last five years of professional or practice-based experience.</p> <p>2. If the engagement is proposed on the basis of the casual staff member having "equivalent professional experience" OR being provided supervision to teach at AQF+1 level, review the information provided together with the Academic Staff Qualifications Assessment form:</p> <p>2.1. If it fulfils the expectations of appointment with equivalence to AQF+1, approve the proposal and confirm that prospective casual can be employed as an academic in your School to perform tasks requested in Academic Staff Qualifications Assessment form.</p> <p>2.2. Otherwise, do not authorise initiation of casual engagement as the prospective academic casual is not qualified to undertake teaching or any other teaching related work.</p>

**Initiating Casual Engagement in CAPS**

<p><b>Casual Coordinator</b></p>	<p>1. If the prospective academic casual staff member holds a qualification in a relevant discipline which is at least one AQF level higher than the program in which the course is being taught (AQF+1), select <b>Yes</b> under <b>Appropriate Qualification</b> held question in <b>Casual Engagement Details</b> section on <b>Initiate a new Casual Engagement</b> page. It is the casuals responsibility through their on-boarding task to upload documentation if they are deemed to have appropriate qualifications.</p> <div data-bbox="512 1339 1366 1863" data-label="Form"> <p>The screenshot shows a web form titled "Initiate a new Casual engagement". At the top right, it says "Engagement ID 575". Below this are several input fields: "Employee ID 12...", "Date of Birth 1...", "*Email Type" (dropdown menu), "*Email Address" (text field with "@DISABLED.DISABLED"), "Phone Type" (dropdown menu), and "Telephone" (text field with "6145..."). A section titled "Casual Engagement Details" contains radio buttons for "Academic" (selected), "Professional", and "English Language Teacher". Below these are fields for "Start Date", "End Date", "Function Code" (dropdown), "Department" (text field with search icon), "Supervisor" (text field with search icon), "Timesheet Validator" (text field with search icon), and "Work will be undertaken in:" (dropdown menu with "South Australia" selected). On the right side of this section, there is an "Activity" field, a "View Qualifications" button (highlighted with a red box), the question "Appropriate Qualifications Held?" with "Yes" and "No" radio buttons, an "Academic Schedule" button, and "Total Estimated Cost (incl. oncost) \$0.00".</p> </div> <p>2. Otherwise:</p> <p>2.1. If the casual holds "equivalent professional experience" bringing them to AQF+1 level OR their qualifications are the same AQF level as the program in which they are teaching a course of study, BUT</p>
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	<p>they will be receiving supervision for teaching at AQF+1 level</p> <p>AND</p> <p>2.2. The Head of School has approved the Academic Staff Qualifications Assessment form:</p> <p>2.2.1. Select <b>No</b> under <b>Appropriate Qualification</b> held question in <b>Casual Engagement Details</b> section on <b>Initiate a new Casual Engagement</b> page</p> <p>2.2.2. Select one Equivalent AQF Level from list of AQF levels.</p>  <p>2.2.3. Attach approved Academic Staff Qualifications Assessment form to <b>Initiate a new Casual Engagement</b> request.</p>
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**During on-boarding task**

<p><b>Casual Staff Member</b></p>	<p>1. Provide details of qualifications held and upload evidence in Staff Services Online.</p>  <p>2. If you do not have any qualifications, confirm the same in Staff Services Online.</p>
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## Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)