

## Academic Employees Qualifications Policy and Procedure

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### 1. Purpose

- 1.1. This policy ensures that AFTRS (Australian Film, Television and Radio School) fulfils its staffing requirements according to the Higher Education Standards Framework (Threshold Standards) 2021. It does so by stating the qualifications needed for academic employees and establishing guidelines for determining equivalence for employees who qualify to teach based on professional experience.
- 1.2. This policy supports AFTRS' commitment to provide high quality teaching and mentoring to all its students through ensuring appropriately qualified and experienced staff with:
- o culturally informed and inclusive teaching practices, particularly in relation to First Nations knowledges, values and perspectives;
  - o distinct and informed understanding and experience of current industry practice in the discipline areas they teach;
  - o comprehensive and current knowledge of the discipline area and subject material being taught; and
  - o understandings of pedagogical and/or adult learning principles relevant to the students being taught.

### 2. Scope

- 2.1. This policy and procedure applies to employees who hold teaching positions, positions with a responsibility for academic oversight, or those responsible for supervising academic employees or for supervising award course programs (academic employees).

## 3. Policy Statement

### Requirements of all academic employees

- 3.1. First Nations values and knowledges  
As the national screen and broadcast School, First Nations knowledges, perspectives, and approaches are integral to AFTRS pedagogical approach. The embedding of First Nations knowledges, values and perspectives extends AFTRS curricula to be inclusive of First Nations peoples. It empowers all AFTRS learners to develop knowledge and capabilities of working respectfully with the longest continuous storytelling culture in history. As such, all academic employees will be required to participate in teaching that engages with First Nations knowledges, values and perspectives. This will be undertaken in partnership with and through the leadership of First Nations staff and guests and their respective communities at the curriculum design stage and in delivery.
- 3.2. Currency of Industry knowledges  
Academic employees maintain currency in their disciplines by engaging with industry, completing professional learning and/or producing scholarship to ensure they stay up to date with advances in their field.
- 3.3. Professional learning  
Academic employees will be supported to apply culturally informed and inclusive teaching practices, particularly in relation to First Nations values and knowledges and appropriate pedagogical principles through a suite of professional development opportunities. All academic employees are expected to attend and engage with these learning opportunities to maintain currency of knowledges.

### Qualifications Criteria

- 3.4. In order to meet the obligations of the Threshold Standards, academic employees teaching students enrolled in Award courses will normally hold a qualification in a relevant discipline at one AQF level higher than is awarded to the highest AQF level course of study they supervise or teach (AQF+ 1).
- 3.5. Academic Employees who do not hold such a qualification can establish equivalence through relevant academic, professional and/or practice-based experience and/or expertise.
- 3.6. Teaching, research and professional experience used to assess equivalency must be current and relevant to the subject material being taught and must be supported by appropriate evidence.
- 3.7. Evidence of professional experience may include but is not limited to:
  - Production credits on a project with national or international distribution.
  - For experimental work or work in emerging technologies, production credits on a project which has received competitive grant funding, is recognised by a significant curatorial authority or nominated for an industry award.
  - Established industry profile of professional employment performing a significant consulting role for a major industry agency or organisation.
  - Active research profile in discipline as evidenced through peer-reviewed publications or other relevant publications with wide distribution.
  - Established industry profile of professional employment, leading industry training or professional development programs.
  - Recognised knowledge, expertise and/or experience working with cultural and racially marginalised people or people from under-represented groups to facilitate or deliver media projects or educational or community events for a targeted population.
- 3.8. All decisions on determining the equivalence of professional experience to academic qualifications will be made in accordance with the criteria outlined in 3.10.

3.9. In making decisions on the determination of equivalence of experience, AFTRS acknowledges that in some highly specialist programs flexibility with regard to the application of the policy may be required. These will be considered on a case-by-case basis and require the approval of the Director of People and Culture and the CEO, but this will not curb the intent of the general application of the policy.

3.10.

| Course AQF Qualification level being taught/assessed                      | Minimum AQF Qualifications of Staff                                       | Professional Experience Equivalence Criteria  |
|---|---|---|
| Level 7 – Bachelor Degree   | Level 8 – Bachelor Honours Degree, Graduate Certificate, Graduate Diploma | AQF Level 7 qualification (Bachelor degree)<br><u>PLUS</u><br><u>EITHER:</u><br>3 years relevant teaching, research and/or professional experience in the last 5 years aligned to the learning outcomes of the respective unit/s.<br><u>OR</u><br>Enrolment in an AQF Level 8 or above program plus some relevant professional experience, together totalling 3 years.  |
| Level 8 – Bachelor Honours Degree, Graduate Certificate, Graduate Diploma | Level 9 – Masters degree  | AQF Level 8 qualification<br><u>PLUS</u><br><u>EITHER:</u><br>5 years relevant teaching, research and/or professional experience in the last 10 years aligned to the learning outcomes of the respective unit/s.<br><u>OR</u><br>Enrolment in a relevant AQF Level 9 (Masters) or above program plus some relevant professional experience, together totalling 5 years.   |
| Level 9 – Masters Degree  | Level 10 - Doctorate  | AQF Level 9 qualification<br><u>PLUS</u><br><u>EITHER:</u><br>5 years relevant teaching, research and/or professional experience in the last 10 years aligned to the learning outcomes of the respective unit<br><u>OR</u><br>Enrolment in a relevant AQF level 10 (doctoral) or above program plus some relevant professional experience together totalling 5 years aligned to the learning outcomes of the respective unit. |

## 4. Procedure

- 4.1. New academic employees will be required to provide evidence from external sources that they meet these standards as part of the application process.
- 4.2. Determinations relating to whether or not a new academic employee fulfils these criteria will be made by the delegate responsible for the approval of the appointment.
- 4.3. In cases which are exceptions to this policy the decision will be made by the Director, People and Culture and CEO in consultation with the Director, Teaching and Learning.
- 4.4. The Director, People and Culture is responsible for working with the Program Convenors to review the qualifications of current academic employees and identifying those who do not meet the required criteria. Academic employees appointed prior to the implementation of this policy who do not meet the required criteria will be supervised by appropriately qualified academic employees, and appropriately supported to obtain a qualification at the required AQF level.
- 4.5. Academic employees teaching into higher-level courses on a temporary basis (for example as guest lecturer or topic specialist) will not be required to meet these criteria. However, such employees will not be permitted to perform assessment moderation or curriculum oversight duties.
- 4.6. Academic employees are required to advise AFTRS of any change in their circumstances that may have relevance to this policy.

## 5. Definitions

**Academic Employees:** Employees who hold teaching positions, positions with a responsibility for academic oversight, those responsible for supervising academic employees, or for supervising award course programs.

**AQF:** Academic Qualification Framework

**Threshold Standards:** Short title for the Higher Education Standards Framework (Threshold Standards) 2021

**Professional experience:** Professional experience means experience obtained through the practice of a profession, including professional practice, teaching experience and scholarship from which the professional competency, knowledge, skills and learning outcomes achieved can be assessed.

## 6. Related Legislation and Documents

- AFTRS Corporate Plan
- Higher Education Standards Framework (Threshold Standards) 2021

## 7. Approval and Review Details

| Approval and Review | Details   |
|---------------------|---|
| Approval Authority  | CEO   |
| Responsible Officer | Director, People & Culture                            |
| Contact Officer     | Director, People & Culture                            |
| Distribution        | BaseCamp and AFTRS website<br>Staff and Public facing |
| Next Review Date    | 03/07/2026  |

| Approval and Amendment History                                       | Details  |
|--|--|
| Original Approval Authority and Date and relevant amendments details | <b>CEO, 03/07/2023</b> — This document includes connection with the First Nations Strategic Plan, acknowledging the existing criteria no longer related to industry patterns of professional activity and to make the criteria easier to understand for prospective employees.   |
| Amendments History and Dates   | N/A new policy and procedure<br>[<<DD/MM/YYYY —Amendment detail; DD/MM/YYYY—Amendment detail >>] [Include the previous approval authority approval dates and corresponding amendment detail. This section ill will expand over time. In the case of a brand new policy doc, insert N/A]  |
| Notes  | This document consolidates policy and procedures, and replaces the Academic Employee Qualifications Policy   |
| Minor Amendment Approval and History                                 | N/A<br>[<<DD/MM/20YY — Xxxxx>>] <ul style="list-style-type: none"> <li>• [A minor amendment consists of an administrative edit made to the document or a change that is not material to the document.</li> <li>• The Responsible Officer can approve a minor amendment.</li> <li>• Insert the date that the Responsible Officer approved the minor amendment along with the details of the amendment (E.g., “01/12/2020 —administrative amendment: update of role titles aligned to restructure” or insert, if not relevant, N/A</li> <li>• [If making a minor amendment, <u>do not</u> amend details in the Original Approval Authority section nor amend the version number, <b>only replace the new minor amendment approval date to the file]</b></li> </ul> |

AFTRS acknowledges its reference to the University of Melbourne’s Guidelines for Drafting Policy (June 2013) in developing this template.

