
PROCEDURE A3.4-P3.3

RECRUITMENT AND INDUCTION OF ACADEMIC STAFF

1.0 INTRODUCTION

1.1 Related Policy

Recruitment and Induction of Academic Staff Policy.

1.2 Purpose

The purpose of this procedure is to outline the steps ABS will follow in order to select, recruit and induct academic staff employed to teach ABS courses. It additionally outlines the steps ABS will follow to determine the equivalence of professional experience and academic qualifications for its academic staff.

1.3 Scope

This procedure applies to all new and existing ABS academic staff, including third-party staff (where relevant) and staff involved in the recruitment and selection of academic staff for the teaching of ABS courses.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. The Executive Director, ABS in collaboration with Human Resources Staff - is required to develop advertisements for new academic staff positions, prepare Job descriptions and PD, and ensure recruitment processes comply with the Recruitment and Induction of Academic Staff Policy.
2. New prospective academic staff - Applicants for academic staff positions are responsible for providing ABS, upon request, a current and verifiable Curriculum Vitae, along with copies of testamurs and academic transcripts (Justice of the Peace certified copies only). New Academic staff are also required to complete the Academic Induction facilitated by the Executive Director (or delegate).
3. Existing academic staff - Are required to maintain the currency of their Curriculum Vitae and provide copies of testamurs and academic transcripts (Justice of the Peace certified only) for existing and new qualifications obtained over their employment with ABS.

4. Executive Director, ABS - is required to verify the acceptability and authenticity of all academic qualifications claimed by ABS academic staff. The Executive Director, ABS (or delegate) is also responsible for inducting new ABS academic staff into their roles.
5. Executive Director, ABS - is required to be a member of the Interview Panel for new academic staff and assess equivalency for academic staff that do not hold an AQF+1 level qualification.
6. Interview Panel - is required to assess academic staff applications and recommend approval of the appointment of new academic staff, ensuring compliance with HESF 2021 Standard 3.2.
7. The Academic Manager is responsible for conducting assessments of professional experience equivalence.
8. The Executive Director, ABS is responsible for approving the outcome of the assessment of professional experience equivalence.
9. The Academic Manager is responsible for maintaining all records relating to the assessment and outcome of the professional experience equivalence mapping.

3.0 PROCEDURE

3.1 Recruitment of Academic staff

1. All candidates interested in applying for an academic staff position at ABS are required to complete/ submit the following information:
 - a. A current copy of their Curriculum Vitae, detailing relevant industry & academic experience along with claimed academic qualifications (including a relevant academic qualification which is at least one AQF level higher than the course in which they are seeking to teach or includes equivalent professional experience).
 - b. The TEQSA abbreviated CV template which is provided by ABS.
 - c. A Letter of Application, addressing the overall core requirements for the position being advertised.

3.2 Selection and provisional appointment of Academic Staff

1. All submitted applications for academic staff positions will be initially screened by the Executive Director, ABS. The Executive Director, ABS will check applications against the following core criteria:
 - a. Evidence of current and relevant teaching experience at the appropriate AQF level (or equivalent).

- b. Evidence of current and relevant industry experience and its appropriateness to the AQF level of the courses to which the applicant is seeking to teach.
 - c. Evidence of claimed academic qualifications which are relevant and at least one AQF level higher than the course(s) in which the applicant is seeking to teach.
2. Applications not meeting any or all of the aforementioned criteria (for exceptions see 3 below) will not proceed to the next stage of the selection process by Human Resources Staff.
3. Applications which may meet the equivalency requirements for AQF+1 or equivalent relevant professional experience (in accordance with Attachment 1), are assessed by the Executive Director, ABS who will determine if the application may be assessed by an Interview Panel, or the application should not proceed to the next stage.
4. Applicants who proceed to the next stage of the application process will be assessed by an Interview Panel. The panel will comprise of a member from the Human Resources team, the Executive Director, ABS and the Senior Lecturer - Program Manager. The Panel will assess the applications against the criteria in 3.2.1 above.
5. The Interview Panel will select the applicant(s) who most closely meet the selection criteria for the academic staff role(s).
6. For third party providers, the Executive Director will assess the final applications post interview panel stage and approve/ not approve the application to move to the next stage.
7. The Human Resources team will advise the successful applicants of their provisional appointment to the role subject to verification of their work history and claimed academic qualifications.
8. If the applicant(s) wish(es) to proceed with the verification process, they will confirm this in writing to the Executive Director, ABS and provide certified copies of their claimed academic qualifications by a Justice of the Peace for verification.

3.3 Verification of academic staff industry experience and claimed academic qualifications

1. The Executive Director, ABS (or delegate) will determine the acceptability and authenticity of all claimed academic qualifications for provisionally appointed academic staff.
2. Where there are concerns over the acceptability of claimed academic qualifications, or the conferring institution does not appear to be an equivalent AQF recognised education provider in its country of origin, the Academic Manager will consult the Department of Education, Skills and Employment

Country Education Profiles or contact a state based Overseas Qualification Recognition Unit for verification.

3. Where an applicant supplies qualifications, which do not meet ABS's acceptability requirements for teaching in a particular course, the applicant will be advised of the outcome and formal appointment of the applicant will not proceed.
4. Where there are concerns over the authenticity of claimed academic qualifications (and acceptability has already been confirmed), the Executive Director, ABS will contact the issuing education institution and request confirmation of conferral of the qualification. The Executive Director, ABS will provide a copy of the applicants consent to verify the qualification to the issuing provider.
5. Where an applicant's qualifications relevant to the course being taught are unable to be authenticated, the applicant will be advised of the outcome and formal appointment of the applicant will not proceed.
6. The Executive Director, ABS will conduct all necessary reference checks to confirm the accuracy and truth of the employment history of the applicant. Where an applicant's claimed employment history does not match the outcome of relevant reference checks, then the applicant will be advised of the outcome and formal appointment of the applicant will not proceed.

3.4 Assessment of Qualifications and Professional Experience

1. The Executive Director, ABS is responsible for ensuring that academic staff appointed for each unit meets criteria, including AQF+1 requirements. Where professional experience mapping is required for a unit, the Executive Director, ABS refers the academic staff member to submit relevant evidence to the Academic Manager for assessment.
2. Academic staff must submit at a minimum evidence of their qualification/s, teaching experience and professional/discipline specific expertise to the Academic Manager.
3. The Academic Manager will map the person's qualifications and professional experience in accordance with the criteria set out in this Policy and Procedure to assess whether they meet the equivalent qualification requirement.
4. The final outcome of the assessment is presented and approved by the Executive Director, ABS.
5. The Executive Director, ABS will advise the Academic Manager of their decision within five (5) business days of receiving the equivalency mapping request of their determination, which may be:
 - a. The person meets all requirements for AQF+1 or equivalent.

- b. The person requires supervision when they meet requirements for AQF+1 or equivalent, but they are new/relatively new to teaching and/or teaching at ABS. OR
 - c. The person does not meet the requirements and will advise that the person cannot be considered for teaching the proposed unit.
6. Staff that are new to teaching and/or teaching at ABS will be placed under supervision for a minimum of one teaching period, and reviewed as required.
7. The Academic Manager will maintain records of the mapping assessment and determine of the outcome and update the Professional Equivalency Register.

3.5 Appointment of Academic staff

1. Upon successful confirmation by the Executive Director, ABS that the provisional academic staff members meet criteria, the applicant will be issued with a formal Offer of Employment or contract by the Human Resources team.
2. Once a signed copy of the Offer of Employment is received by the Human Resources team, the academic staff member will be invited to participate in an induction program.

3.6 Academic Staff Induction

1. All new academic staff must complete an induction program within the first two weeks of employment.
2. Pre-commencement induction takes place prior to the new academic staff members first day of work, where the staff member is provided with relevant employment and tax forms along with copies of relevant policies and procedures for pre-reading.
3. Teaching induction commences on the first day of employment and must be completed within the first two weeks of employment.
4. It is a requirement that the following areas are covered as part of the teaching induction for academic staff:
 - a. ABS history, mission, vision and goals;
 - b. The culture and organisational structure at ABS;
 - c. The new academic staff's reporting line, role and responsibilities;
 - d. The probationary criteria and the probation review process;
 - e. Campus tour covering emergency procedures, exits and assembly points and first aid officers'/fire wardens;
 - f. Payroll and leave application process;

- g. Specific procedures related to the new academic staff members role;
- h. Annual performance management procedures;
- i. ABS staff and student policies and procedures;
- j. Requirements for engaging in scholarly activity and professional development;
- k. The approach to workload management, including the academic staff's accessibility to students;
- l. (if applicable) the requirement to be supervised by a suitably qualified and experienced peer academic staff member where the academic staff member does not fully meet the standards for knowledge, skills and qualification or experience required;
- m. ABS's Teaching and Learning Plan;
- n. Brief introduction to the Tertiary Education Quality Standards Agency;
- o. The Higher Education Standards Framework 2021;
- p. The Australian Qualification Framework; and
- q. Information technology resources i.e., how to login and use the staff email, phone, intranet, Student Management System etc.).

4.0 DEFINITIONS

- **Academic Transcript** - official certification issued from an education institution, identifying the units of study undertaken in a course of study. Also known as a record of results.
- **Acceptability of an academic qualification** - The process of determining if a claimed academic qualification has been conferred from a *bona fide* education institution.
- **Authenticity of an academic qualification** - The process of verifying if a claimed qualification has been legitimately earned from a *bona fide* education institution.
- **Bona fide education institution** - An education provider, either based in Australia or overseas, which is recognised and accredited by the relevant Department or Ministry of Education and is authorised by law to offer and confer AQF equivalent academic qualifications. Listings of *bona fide* education institutions may be found in the Department of Education, Skills and Employment *Country Education Profiles* or by contacting a state based Overseas Qualification Recognition Unit.
- **Justice of the Peace** - are volunteers appointed by the Governor of each State and Territory to certify copies of original documents.

- **Professional experience** - experience obtained through the practice of a profession, including teaching experience, scholarship and professional practice and from which the professional competency, knowledge, skills and learning outcomes achieved can be assessed.
- **Testamur** - official certification issued from an education institution, attesting to the completion of a course of study. Also known as a parchment.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Recruitment and Induction of Academic Staff Policy
- Professional Equivalence Form
- Workforce Plan
- Fair Work Act 2009
- Information Management Policy
- TEQSA Guidance note: Determining equivalence of professional experience and academic qualifications
- Higher Education Standards Framework 2021
- Australian Qualifications Framework
- State Based Overseas Qualifications Recognition Units - [Qualifications Recognition \(internationaleducation.gov.au\)](#) and associated [Country Education Profiles](#)

6.0 POLICY/PROCEDURE OWNERSHIP

Policy Owner	Executive Director
Status	Reviewed November 2024
Approval Authority	ABS Academic Board
Date of Approval	03 December 2024
Effective Date	10 December 2024
Implementation Owner	Executive Director, ABS
Maintenance Owner	Head of Compliance
Review Due	December 2027
Content Enquiries	Sabina Cerimagic - Executive Director, ABS Email: sabina.cerimagic@aimbusinessschool.edu.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A3.0-P3.0			<p>Update to purpose, scope and responsibilities.</p> <p>Update of processes by which academic qualifications will be verified.</p> <p>Update to definitions.</p> <p>Inclusion of AQF+1 requirements including equivalency table.</p> <p>Update to references and associated information including State Based Overseas Qualification Recognition Units and Country Education Profiles.</p>
A3.1-P3.1	06 December 2022	Head of Compliance	<p>Update to Responsibilities and Reference to HES Framework.</p> <p>Update to staff titles</p>
A3.2- P3.2	13 March 2023	Head of Compliance	<p>Minor administrative change: update to staff titles.</p>
A3.2- P3.4	03 December 2024	Executive Director	<p>Further reference to equivalency mapping of academic experience.</p> <p>Update of criteria for equivalency mapping.</p>

ATTACHMENT 1 - QUALIFICATION AND DISCIPLINARY EQUIVALENCE REQUIREMENTS FOR ACADEMIC STAFF AND SUPERVISORS OF STAFF WHO DO NOT HOLD AN AQF+1 QUALIFICATION.

The criteria below are considered minimum requirements and additional evidence or standards may be required as appropriate for different disciplines of study. Assessment outcomes should also be used for professional development plans for example supervision for teaching at appropriate levels.

<p>Level 8 - Bachelor Honours Degree, Graduate Certificate, Graduate Diploma</p>	<p>Level 9 - Masters degree</p>	<p>AQF Level 8 qualification and current registration or equivalent to practice within the relevant profession (if relevant)</p> <p>PLUS</p> <p>EITHER:</p> <p>5 years relevant professional experience in the last 10 years</p> <p>OR</p> <p>enrolment in a relevant AQF Level 9 (Masters) or above program plus some relevant professional experience, together totalling 5 years.</p>
<p>Level 9 - Masters by coursework</p>	<p>Level 10 - Doctorate</p>	<p>AQF Level 9 qualification and current registration or equivalent to practice within the relevant profession (if relevant)</p> <p>PLUS</p> <p>EITHER:</p> <p>5 years relevant professional experience in the last 10 years</p> <p>OR</p> <p>enrolment in a relevant AQF level 10 (doctoral) or above program plus some relevant professional experience together totalling 5 years</p>