
POLICY A3.3

RECRUITMENT AND INDUCTION OF ACADEMIC STAFF

1.0 INTRODUCTION

1.1 Context

The recruitment and induction of academic staff who are appropriately qualified and hold currency in their discipline is of paramount importance to the quality of ABS courses. A merit based, transparent and verifiable recruitment approach ensures ABS complies with relevant employment law and meets its workforce planning commitments. Under Standard 3.2 of the Standards in the *Higher Education Standards Framework (Threshold Standards) 2021* (HESF), ABS must ensure that facilitators appointed to teach students are appropriately qualified in the relevant discipline for their level of teaching. Facilitators must be qualified to at least one level of qualification higher than the course of study being taught (AQF+1), or have equivalent relevant academic, professional or practice-based experience and expertise. ABS has established a framework for assessing and determining the equivalence of professional experience to ensure that inconsistent and ad hoc judgments are avoided.

1.2 Purpose

The purpose of this policy is to outline the principles and responsibilities which govern the selection, recruitment and induction of academic staff employed to teach ABS courses.

1.3 Scope

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

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. Staff are responsible to comply with this policy and its procedure in selecting, recruiting and inducting academic staff employed to teach ABS courses.
2. The Academic Board via the Teaching and Learning Committee ensures that academic staff meet AQF+1 requirements and maintains oversight of the professional equivalency assessment process.

3.0 POLICY

3.1 Principles

1. ABS's selection and recruitment of academic staff will:
 - a. be merit based. This will be determined by assessing the applicant's skills, knowledge and behaviours;
 - b. be assessed against the relevant position description criteria and essential requirements;
 - c. support a diverse workforce;
 - d. be consistent with equal employment opportunity principles, ensuring candidates are treated ethically, fairly and respectfully;
 - e. be transparent, while balancing the need for confidentiality;
 - f. be timely and efficient;
 - g. ensure the acceptability and authenticity of all claimed academic qualifications;
 - h. be consistent with the AQF+1 academic staffing requirements (or equivalent experience) as prescribed in the Higher Education Standards Framework 2021 Standard 3.2;
 - i. ensure academic staff are appropriately inducted and orientated into their new roles with ABS.
2. In assessing professional equivalence to teach in ABS programs, the following should be considered:
 - a. teaching experience, scholarship activity and range of professional experience;
 - b. minimum requirement for academic qualifications;
 - c. experience is current and relevant to the area being taught;
 - d. professional equivalence is only used to assess one AQF level higher than the unit or course being taught;
 - e. any specific criteria for assessing equivalence at each AQF level; and
 - f. in some areas that are professionally focussed, developing academic disciplines, or highly specialist programs, some flexibility with regard to the application of this policy may be required.
3. The Teaching and Learning Committee and Academic Board maintain oversight of academic staff selection and the equivalency determination processes to ensure a high level of academic standard is maintained.

4. All records related to the Academic Staff meeting AQF+1 requirements and assessments of equivalence of professional experience must be maintained by the Academic Manager in accordance with the Information Management Policy.

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 Procedure
- Professional Equivalence Form
- Workforce Plan
- Fair Work Act 2009
- Higher Education Standards Framework 2021

- Australian Qualifications Framework
- Information Management Policy.
- TEQSA Guidance note: Determining equivalence of professional experience and academic qualifications
- State Based Overseas Qualifications Recognition Units - [Qualifications Recognition \(internationaleducation.gov.au\)](#) and associated [Country Education Profiles](#).

6.0 POLICY OWNERSHIP

Policy Owner	Executive Director, ABS
Status	Reviewed on November 2024
Approval Authority	ABS Academic Board
Date of Approval	03/12/2024
Effective Date	10 December 2024
Implementation Owner	Executive Director, ABS
Maintenance Owner	Head of Compliance
Review Due	December 2027
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7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A3.0	June 2021	Head of School	Update to context, purpose, scope and responsibilities. Addition of principles by which academic qualifications will be verified. Update to definitions. Update to references and associated information including State Based Overseas Qualification Recognition Units and Country Education Profiles.
A3.1	06 December 2022	Head of Compliance	Review of policy and updated HESF details. Update to Staff titles.
A3.2	13 March 2023	Head of Compliance	Minor administrative change: update to staff titles.
A3.3	03 December 2024	Executive Director	Further reference to equivalency mapping of academic experience