

Coursework Program Teaching Qualification Guidelines
Appendix to the Course Management and Assessment Manual

Coursework Program Teaching – Qualification Guidelines

This document is an appendix to the Course Management and Assessment Manual.

Course Responsibilities	Staff Qualification Guideline
Course Coordination	The staff member should hold an AQF Qualification at least one level higher than the course being coordinated. The PVC may authorise a staff member with equivalent professional experience.
Development of course materials	The staff member should hold an AQF Qualification at least one level higher than the course being developed. If teamwork is used for development of course materials, the lead staff member must meet this requirement. The PVC may authorise a staff member with equivalent professional experience.
Project Work Supervision	The staff member should hold an AQF Qualification at least one level higher than the course or Program within which the supervision is being conducted. If teamwork or collaborative supervision is used, the lead staff member must meet this requirement. The PVC may authorise a staff member with equivalent professional experience.
Delivery of primary course material (including lectures, tutorials, workshops, laboratory – face to face and on-line)	The staff member should hold an AQF Qualification at least one level higher than the course being delivered. The PVC may authorise a staff member with equivalent professional experience.
Support teaching (e.g. lab supervision, technical support, fieldwork, oversight of student-directed self or group learning activities)	The staff member should have an AQF qualification at or above the level of the Course, or have equivalent professional experience with the approval of the Head of School.
Assessment	Formative assessment may be provided by staff members responsible for each of the areas of course delivery as defined above. Summative and final assessment, including the determination of final grades and moderation of results as appropriate, must be undertaken by a staff member (or staff members) having an AQF qualification at least one level higher than the Course being assessed, or have equivalent professional experience with the approval of the College Pro Vice-Chancellor.
Peer Teaching and Mentoring	Formal peer teaching and mentoring by students within a program provided by students at a higher year level shall be allowed subject to approval by the Head of School, provided that any such formal peer teaching and mentoring is for the benefit of all participants and is not for the purpose of substantive teaching.