

# Coursework Program Teaching Qualification Guidelines

## Section 1 - Context/Overview

(1) These Guidelines support the University's commitment to compliance with the Higher Education Standards Framework (Threshold Standards) 2011 (as amended) in relation AQF qualification requirements for teaching as outlined in the Provider Course Accreditation Standards, Section 4. These Guidelines are to provide a framework for interpretation of this Standard in relation to teaching in Coursework Programs.

## Section 2 - Guidelines on Required Staff Qualifications

### Responsibility for Managing a Course

(2) Course coordination: requirement for an AQF qualification at least one level higher than the Course being coordinated, or equivalent professional experience with the approval of the College Pro Vice-Chancellor.

(3) Development of course material: requirement for an AQF qualification at least one level higher than the Course being coordinated, or equivalent professional experience with the approval of the College Pro Vice-Chancellor. If team/collaborative development is conducted, the lead staff member, at a minimum, must meet the requirement.

### Responsibility for Teaching Within a Course

(4) Supervision of project work: requirement for an AQF qualification at least one level higher than the Course or Program within which the supervision is being conducted, or equivalent professional experience with the approval of the College Pro Vice-Chancellor. If team/collaborative supervision is conducted, the lead staff member, at a minimum, must meet the requirement.

(5) Delivery of primary course material: staff members delivering primary course material (including lectures, tutorials and other teaching not requiring the use of studio, workshop, laboratory or other specialist facilities), whether face-to-face or online, must have an AQF qualification at least one level higher than the Course being coordinated, or equivalent professional experience with the approval of the College Pro Vice-Chancellor.

(6) Support teaching: staff members delivering support teaching (including laboratory supervision, technical support, fieldwork and those with oversight of student-directed self or group learning activities) should usually 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.

(7) 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.

(8) 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.

## **External Responsibilities**

(9) Practicum/Clinical Placement: Practicum or clinical placements as a compulsory part of a course must be undertaken under the supervision of a person currently registered (or with other equivalent professional recognition) as a practitioner in that discipline being studied.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	4th October 2013
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<b>Approval Authority</b>	Deputy Vice-Chancellor (Academic) and Vice President
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<b>Responsible Executive</b>	Belinda Youn Senior Deputy Vice-Chancellor (Academic & Global)
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## Glossary Terms and Definitions

**"University"** - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

**"Course"** - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

**"Student"** - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

**"Lecture"** - Any timetabled activity labelled 'lecture' in the University's timetabling and room booking system.

**"Program"** - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

**"College"** - An organisational unit established within the University by the Council.