

Date – 20/3/2019

GUIDELINES FOR RTO FOR APPROVAL OF QUALIFICATION TO MEET SCHEDULE 4 – APPROVED QUALIFICATIONS OF THE VICTORIAN TAFE TEACHING STAFF AGREEMENT 2018 (MEA)

Schedule 4 – Approved Qualifications of the Victorian TAFE Teaching Staff Agreement 2018 details that an AQF5 and AQF6 teaching qualification must contain the following:

- Studies in adult learning methodology
- Studies in teaching in a Vocational Education environment
- Studies in Applied Research (linked to the Boyer framework of scholarship)
- 200 hours of supervised practicum

For an RTO to have their qualification approved as a qualification that meets this criteria they must submit the following information to the VTA Qualifications Committee for review and endorsement as an “approved qualification”:

1. Name of Qualification
2. AQF Level
3. Learning outcomes mapped to the 4 criteria

COMPONENT	REQUIRED MAPPING AND INFORMATION
Studies in adult learning methodology	List unit numbers and names, provide learning outcomes and curriculum
Studies in teaching in a Vocational Education environment	List unit numbers and names, provide learning outcomes and curriculum
Studies in Applied Research (linked to the Boyer framework of scholarship)	List unit numbers and names and Provide learning outcomes and curriculum; mapping the four pillars of the Boyer Framework of Scholarship <ul style="list-style-type: none"> • Discovery • Integration • Application • Teaching
200 hours of supervised practicum	List unit numbers and names, provide learning outcomes and curriculum. To meet the approved teaching qualification standards, for both the AQF Level 5 and AQF Level 6 or above (*Please note the if the entry requirements for an AQF6+ qualification contain the 200 hours of supervised teaching practice this is this is

considered acceptable on the basis of verification of this requirement is undertaken and noted by the trainer) , 200 hours of supervised teaching practice is mandatory and can be made up of the following -

Direct Supervision

- 50 hours in which the teaching practice of the teacher candidate is observed and evaluated by a qualified teacher educator of the institution conferring the teaching qualification or, by other fully qualified teachers who agree to act as supervisor/s of the teacher candidate.

Where the institution conferring the qualification is not undertaking the direct supervision, such supervision by a suitably qualified and experienced TAFE teacher, must be authorised and accredited by the conferring institution;

Other Professional Practice

In addition to direct supervision, a teacher candidate will be expected to participate in other professional teaching practices as follows:

- 50 hours in which the teacher candidate observes the teaching practice of other teacher practitioners; and
- 50 hours in which the teacher candidate participates in activities such as
 - attendance at meetings of teachers,
 - development of course materials,
 - student interviews,
 - industry liaison and consultation with external authorities and enterprises; and

	<ul style="list-style-type: none">• 50 hours of other teaching related activities which may involve further directly supervised teaching practice or further teaching observations or participation in other professional teaching activities. <p>The teaching practice of the teacher candidate must involve delivery in classroom-based instruction, off-campus, workplace and on-line.</p> <p>The entire supervised teaching practice must be fully documented and evaluated by the institution conferring the qualification. The teacher candidate will be expected to provide evidence of compliance with these requirements for supervised teaching practice, e.g. teaching journal, supervisor evaluation of lesson plans and the institution/s where the practice occurred will be expected to certify the teacher candidate's compliance</p>
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All submissions should be sent via email to – mea.enquiries@vta.vic.edu.au