



TEACHER GUIDELINE FOR REQUEST CLASSIFICATION ASSESSMENT

This guide and associated form have been compiled by VETASSESS on the authority of the VTA. These standardised tools are a result of extensive consultation and collaboration with both the VTA and the TAFE Victoria HR Practitioner's Network.

This Guideline will assist you in understanding the assessment process for classification under the Victorian TAFE Teaching Staff Agreement 2018. This Guideline will also help you to complete the Request for Classification Assessment form.

What does classification involve?

The Victorian TAFE Teaching Staff Agreement 2018 requires TAFE teachers to meet a set of requirements regarding their:

- Teaching experience
- Vocational experience
- Teaching qualification
- Vocational qualification

These requirements vary depending on the classification of the teacher. Therefore, teachers are required to demonstrate they meet each requirement in order to be eligible to increment through the classification structure.

How do I apply for classification review?

This review should be conducted at the time of incremental progression (per Clause 20 of the Agreement). Please refer to Institute Policy and Procedures.

The process of applying for classification review is straightforward and involves three steps:

- 1. Complete the 'Request for Classification Assessment' form:** This is where you provide details and information about how you meet the requirements for your classification level. This Guideline provides information and advice about how to complete the form.
- 2. Gather supporting evidence:** Evidence will help support your application and enable your HR Department to process your application more efficiently. Examples of appropriate evidence are provided throughout this Guideline.
- 3. Submit your 'Request for Classification Assessment' form and supporting evidence:** Once you have completed the form and gathered your evidence, save the document, then print either a hard or soft copy for submission to your HR Department representative. They will review your application and, if required, contact you for further information or discuss training and development you may need to undertake in order to meet the requirements of your classification.

How do I complete the 'Classification Self-Assessment' form?

The form is an interactive PDF, so you should complete it on a computer or tablet device. You will be able to print a hard or soft copy once completed. Parts of the form will be populated automatically depending on the selections you make, so you should work through the form in order. You will notice that there are a series of numbers on the left hand side of the form. Further information about each of these sections is provided below.

1

This section requires you to enter your current classification (you can select from the new or previous classification structures) and the classification for which you are applying. If you do not know your current classification or the appropriate classification to apply for, please contact your HR department.

2

Depending on the classification you are applying for, you are required to hold a minimum teaching qualification as follows:

Classification	Minimum Teaching Qualification
EM 3	Approved AQF 6 or above
EM 2	Approved AQF 6 or above
EM 1	Approved AQF 6 or above
L3.4	Approved AQF 6 or above
L3.3	Approved AQF 6 or above
L3.2	Approved AQF 6 or above
L3.1	Approved AQF 6 or above
Casual L3	Approved AQF 6 or above
L2.3	Approved AQF 5
L2.2	Approved AQF 5
L2.1	Approved AQF 5
Casual L2	Approved AQF 5
L1.2	Cert IV TAE
L1.1	Cert IV TAE
Casual L1	Cert IV TAE

Level 1 classifications require you to hold a Certificate IV in Training and Assessment (including units in Language, Literacy and Numeracy and Designing and Developing Assessment Tools).

Acceptable options include:

TAE40116 Certificate IV in Training & Assessment

OR

TAE40110 Certificate IV in Training & Assessment

Plus the following two units:

1. TAE40110/TAE40110A: Address Adult Language, Literacy & Numeracy Skills
2. TAE40110/TAE40110A/TAE40110B: Design and Develop Assessment Tools

Level 2 classifications and above, have slightly more complex qualification requirements and you will be required to complete the qualification assessment on pages 3 and 4 of the form (comprising sections 5 to 9).



Each classification (with the exception of EM classifications) requires a minimum amount of teaching experience as follows:

Classification	Minimum Teaching Experience
EM 3	NA
EM 2	NA
EM 1	NA
L3.4	4 years
L3.3	3 years
L3.2	2 years
L3.1	1 year
Casual L3	1 year
L2.3	3 years
L2.2	2 years
L2.1	1 year
Casual L2	1 year
L1.2	1-2 years
L1.1	0-1 year
Casual L1	0-1 year

In this section, you should confirm if you meet the minimum requirement and provide details (in the comments section) about where you gained this experience (this may include details about years of employment and employer name). If your experience includes employment at other training providers, you will be required to provide further evidence such as payslips or letters from previous employers.

4

Each classification (with the exception of EM classifications) requires you to have at least two years of vocational experience.

In this section, you should confirm if you meet this minimum requirement and provide details (in the comments section) about where you gained this experience (this may include details about years of employment and employer name). If evidence regarding your vocational experience is not already on file with your organisation, you will be required to provide further evidence such as payslips or letters from previous employers.

5

Classifications at Level 2 and above require you to hold an approved AQF Level 5 or Level 6 teaching qualification which meets the four key criteria described in the Victorian TAFE Teaching Staff Agreement 2018 (refer to Schedule 4). In this section, you should identify relevant teaching qualification(s) that you wish to be considered with respect to satisfying the four key criteria (see Section 6, 7, 8 and 9).

Note: if you are applying for a Level 1 classification and hold an approved Certificate IV in Training and Assessment, you do not need to complete this step and can skip to section 10.

6

In this section, you should confirm whether your teaching qualification(s) contain studies in adult learning methodology. This may include researching different adult learning methodologies and strategies to incorporate them in your professional practice. In the comments section, you should describe which of your teaching qualifications and completed units demonstrate this requirement. Include details of the learning theories and methodologies you researched and/or provide examples of how you incorporated them in your practices.

7

In this section, you should confirm whether your teaching qualification(s) contain studies in teaching in a vocational education environment. This should include studies specifically about delivery in a vocational/competency-based context (as opposed to primary, secondary

or university contexts). In the comments section, you should describe which of your teaching qualifications and completed units demonstrate this requirement.



In this section, confirm how your teaching qualification(s) containing studies in applied research, are linked to the Boyer Framework of Scholarship. This framework is summarised in the table below. In the comments section, describe which of your teaching qualifications and units demonstrate this requirement. 'Measures of Performance' are provided as examples in the table below. You will need to provide evidence of conducting research and using this research to inform your professional practice.

Type of Scholarship	Purpose	Measures of Performance
Discovery	Build new knowledge through traditional research	Publishing in peer-reviewed forums Producing and/or performing creative work within established field Creating infrastructure for future studies
Integration	Interpret the use of knowledge across disciplines	Preparing a comprehensive literature review Writing a textbook for use in multiple disciplines Collaborating with colleagues to design and deliver a core course
Application	Aid society and professions in addressing problems	Serving industry or government as an external consultant Assuming leadership roles in professional organisations Advising student leaders, thereby fostering their professional growth
Teaching	Study teaching models and practices to achieve optimal learning	Advancing learning theory through classroom research Developing and testing instructional materials Mentoring graduate students Designing and implementing a program-level assessment system

Boyer, E. L. (1997). *Scholarship reconsidered: Priorities of the professoriate*. San Francisco: Jossey-Bass.

Appropriate evidence demonstrating this requirement includes (but may not be limited to) publications, reviews, reports, samples of work, reference letters, etc.

9

In this section, you should confirm whether your teaching qualification(s) required the completion of at least 200 hours of supervised teaching practice. This can be made up of:

- 50 hours of direct supervision (observed and evaluated by a qualified teacher or educator)
- 150 hours of other professional practice, including:
 - 50 hours in which you observed the teaching practice of other teacher practitioners
 - 50 hours in which you participated in activities such as attendance at teacher meetings, development of course materials, student interviews, industry liaison and consultation with external authorities and enterprises
 - 50 hours of other teaching related activities – this may include further directly supervised teaching practice, further teaching observations, or participation in other professional teaching activities.

Appropriate evidence demonstrating this requirement includes (but may not be limited to) journals, timesheets, minutes of meetings, course materials, reports, reviews, reference letters, etc.

10

You must provide supporting evidence with your application, to ensure an accurate and timely decision can be made. In this section, tick each item of evidence you are providing. Ensure your supporting evidence is clearly labelled.

FREQUENTLY ASKED QUESTIONS

How long will it take for my application to be processed?

Processing times vary depending on the 'decision-readiness' of your application. To minimise the processing time, please provide sufficient evidence to support each of the requirements for the classification you are applying for.

Is there a list of approved AQF Level 5 teaching qualifications?

The following AQF Level 5 teaching qualifications have been identified as meeting the four key criteria, provided they contain units that meet the four key criteria as listed in section 5 of this document (Schedule 4 in the agreement)

- TAE50116 – Diploma of Vocational Education and Training
- TAE50216 – Diploma of Training Design and Development

Examples of Level 5 units of competency that meet each of the four key criteria include, but are not limited to, the examples in the table below:

Required content	Related unit(s) in TAE50116 Diploma of Vocational Education and Training
Studies in adult learning methodology	TAEDEL502 Provide advanced facilitation practice Knowledge requirements for this unit cover: <ul style="list-style-type: none"> • the main branches of learning theory and current research on learning as it relates to teaching in an adult environment; • different delivery modes and facilitation techniques, and their appropriateness for different learners and learning situations.
Studies in teaching in a Vocational Education environment	All 10 units in the qualification and their assessment tasks are applied to learning and assessment in the VET environment. The knowledge requirements for TAEDEL502 Provide Advanced Facilitation Practice also specifically address the VET environment in relation to: <ul style="list-style-type: none"> • the code of practice and/or ethics relevant to the VET sector; • ways in which components of Training Packages, accredited curricula and learning resources can be contextualised to meet the needs of individual learners, without compromising standards.
Studies in Applied Research (linked to the Boyer framework of scholarship)	TAERES501 Apply research to training and assessment practice The performance requirements for this unit can incorporate the use of the Boyer framework for scholarship with its elements of discovery,

	<p>integration, application and teaching: Candidates must complete at least one research project that includes:</p> <ul style="list-style-type: none"> • a research brief, including purpose of research, rationale, methodology, research activities, timeframe, resources required and expected outcomes; • wide research into educational theory; • analysis of data in relation to its application, to improving current and future training, and assessment practice; • recommendations for action to improve current and future training, and assessment practice; • criteria to monitor and evaluate new practices, based on research; • conducting a review of the research process with recommendations for future research. <p>Note: This is an elective unit. In order to meet criterion 3 – Studies in Applied Research (linked to the Boyer framework of scholarship), Teachers must have completed this unit as part of the TAE50116 Diploma of Vocational Education and Training qualification.</p>
200 hour teaching practicum	<p>The 'practicum units' in TAE50116:</p> <p>TAEPPDD501 Maintain and enhance professional practice: Evidence of feedback from at least 10 hours of facilitation practice; interviews with assessors covering at least the assessment of 10 candidates enrolled in VET programs. https://training.gov.au/Training/Details/TAEPPDD501</p> <p>TAEDEL502 Provide advanced facilitation practice: Minimum of 100 hours of group facilitation, in addition to any evidence provided of work with individual learners, or in a different learning context. https://training.gov.au/Training/Details/TAEDEL502</p> <p>TAEASS501 Provide advanced assessment practice: Undertake the assessment of at least 20 individual candidates, against at least one unit of competency; assessing against a total of at least 50 units of competency from training packages or accredited courses. (This total may consist of combinations of candidates and units that add up to 50). https://training.gov.au/Training/Details/TAEASS501</p> <p>'Other Professional Practice': Where additional evidence is provided to meet the 200 hours of supervised practicum requirement, Teachers must ensure that the documented evidence is evaluated by the conferring institution, i.e. self-authored documents (journals, lesson plans, etc.) without any association to the teacher qualification will not be accepted.</p>

Note: Completion of either TAE50116 – Diploma of Vocational Education and Training, or TAE50216 – Diploma of Training Design and Development without studies in Applied Research will not meet the requirements of an approved AQF Level 5 teaching qualification.

Is there a list of approved AQF Level 6 teaching qualifications?

Currently, a single AQF Level 6 (or above) teaching qualification that meets all four criteria has not been identified. Therefore, if you hold more than one qualification at Level 6 or above, each qualification will be considered with regard to the four key criteria.

Qualifications at AQF Level 6 or above that meet the following three key criteria:

1. studies in adult learning methodology;
2. studies in teaching in a Vocational Education environment;
3. studies in Applied Research (linked to the Boyer framework of scholarship);

together with an AQF Level 5 qualification containing 200 hours of supervised practicum may be considered with discretion. This will be determined at the level of each individual TAFE, and in line with guidance from the VTA Support Committee.

I am applying for a Level 3 or EM classification, but my studies in adult learning methodology and teaching in a vocational educational context were completed in an AQF level 5 qualification. Am I eligible to apply?

Providing you also hold an AQF level 6 (or higher) teaching qualification which meets the other requirements (such as studies in applied research and 200 hours of supervised practicum), relevant studies completed at AQF Level 5 may be considered with discretion. This will be determined at the level of each individual TAFE, and in line with guidance from the VTA Support Committee.

I am applying for a Level 2 or above classification, but have not completed a supervised practicum as part of my qualification. Am I eligible to apply?

If your teaching qualification(s) meet the other requirements, but you have not completed a supervised practicum, you may provide evidence to demonstrate *extensive* teaching experience (including any periods of supervised practice, supervision of others, development of materials, industry liaison, etc.) Compelling and verifiable evidence to support your application may include teaching journals, logbooks, portfolios, supervisor evaluations, reports, letters of reference, etc. This evidence may be considered with discretion. This will be determined at the level of each individual TAFE, and in line with guidance from the VTA Support Committee.

I have an overseas qualification. Will this be considered?

If you want your overseas qualification(s) to be considered, you must provide an assessment letter, which shows comparability of your international qualification to the Australian Qualifications Framework (AQF). This assessment will confirm whether your international teaching qualification meets the required AQF level (e.g. AQF Level 5 or AQF Level 6 or above.) To have your overseas qualification assessed, there are two options available:

1. Overseas Qualifications Unit (OQU) (<https://liveinmelbourne.vic.gov.au/>)

Contact: oqu@liveinmelbourne.vic.gov.au

This free assessment service is for Victorian residents only. Applicants may be permanent residents or Australian citizens, but must not have been living in Australia OR on their current permanent residency visa for longer than 2 years (prior to applying).

If you are not eligible for the OQU service, you may contact the national service:

2. Australian Government Department of Education and Training – Qualifications Recognition (<https://internationaleducation.gov.au/>)

This assessment service is available to Australian citizens and permanent residents seeking an overseas qualification assessment, to assist organisations in understanding the educational level of the qualification in the Australian context. While there is no eligibility criteria for this service, a fee does apply.

Your qualification will still need to be assessed by your HR department with regard to the four key criteria required by the Victorian TAFE Teaching Staff Agreement 2018.

I teach non-vocational studies – do I need to meet different qualification requirements?

If you teach non-vocational studies, you must meet the supervised teaching practice requirement. Qualification criteria related to studies in adult learning methodology studies in teaching in a Vocational Education environment and studies in applied research may not be required, depending on your teaching experience and the subject areas in which you teach. This will be determined at the level of each individual TAFE.