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| This form is to record the qualifications of staff teaching in La Trobe Third Party courses, including the Working with Children Check for all domestic partner staff employed to teach LTU undergraduate students. It should be completed by the relevant Academic Program Director and forwarded with supporting documentation to Quality and Standards: [thirdpartyprograms@latrobe.edu.au](mailto:thirdpartyprograms@latrobe.edu.au).  Reference Policy: [Equivalence of Professional Experience with Qualification Levels for Academic Staff Policy and Procedure](https://policies.latrobe.edu.au/document/view.php?id=300&version=2).  Important: all staff qualifications and related documents must be sighted by the Academic Program Director PRIOR to the commencement of courses and subject delivery. New/additional staff qualifications are updated on this form as required. |
| **1. Partnership Details** |

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| Name of Partner Organisation |  | | |
| Course/s |  | Academic Program Director |  |
| School |  | Date of review |  |

**2. Staff Qualification Details**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Attach evidence where required. Forms (underlined) can be found on the Quality and Standards intranet site for Third Party Teaching. | | | | | | | | | |
| **Family Name** | **First Name/s** | **All conferred qualifications** *(including field of study)* | **Staff Qualification Standard Verification**  (tick one appropriate box below) | | | **Other Comments** | **WWCC sighted**  (registration number and expiry date) | **All quals verified**  (APD initials) | **Date** |
| **Qualification 1+**  Cognate discipline at one level higher than taught level. | **DocumentCombination of qualifications**  Academic and professional experience show equivalence. | **DocumentSupervision required**  Teaching / limitations on responsibilities required and in place. |
| **Example Only**  Thompson | Eddie | Bachelor Business |  | ✓  *See Professional Equivalence Form* |  |  | 12345 Exp 2027 | GD | Enter date. |
|  |  |  |  |  |  |  |  |  | Enter date. |
|  |  |  |  |  |  |  |  |  | Enter date. |

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| **Quality and Standards – OFFICE USE ONLY** | |
| Submitted for approval / update: | Quality and Standards has received attached documentation:  Y  N |
| Approved by: | Next review (date): Click or tap to enter a date. |