

# Educator's Incremental Advancement (Qualifications) Procedure

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## Associated Policy

These Educator's Incremental Advancement (Qualifications) Procedures have been developed in conjunction with the [Educator Competency and Currency Policy](#) and the [Staff Studying at CIT Policy](#).

## Scope

This procedure applies to all educators delivering nationally accredited training who hold the minimum credentials required under the standards for RTO'S 2015 (RTO Standards) and who have attained/completed the credentials to progress incremental advancement as outlined in the ACT Public Sector Canberra Institute of Technology (Educators) Enterprise Agreement 2023-2026 (EA).

CIT employees responsible for the assessment of applications for educator incremental advancement.

## Purpose

To inform the incremental advancement of Educator Level 1 (EL1) employees at CIT and to establish the Qualifications Advancement Committee. Requirements within this procedure are in line with clause M10 of the ACT Public Sector Canberra Institute of Technology (Educator) Enterprise Agreement 2023-2026 (the Agreement).

## Procedures

1. For the purpose of these procedures, all educators (including casuals) are required to hold qualifications as specified at clause M10 (Qualification Requirements) in the Agreement, and in line with the Standards for Registered Training Organisations (RTOs).
2. Additional requirements may be expected in line with regulations or standards applicable to the operation of CIT. Such requirements will be detailed in respective guidance documents.
3. Subject to the conditions detailed in clause M11 (Employee Development (Qualifications)) of the Agreement, a reduction in teaching load of up to 50 hours will be provided for the attainment of the Certificate IV in Training and Assessment (TAE40116) and 100 hours will be provided for the attainment of the Diploma in Vocational Education and Training (TAE50116).
4. A Qualifications Advancement Committee (the Committee) will assess employee qualifications in line with the Guidelines on assessing equivalence of an alternate qualification for the purpose of incremental pay levels for EA (for more information visit [Qualification Assessments for Teaching Staff](#)) to ensure they align with the Agreement and the requirements of an individual's role.
  - a. The Committee will consist of at least three members, and its decisions will be minuted.
  - b. Assessments may be undertaken solely by the chair of the committee unless a decision is unclear and/or more consideration is required.
5. All educators (including casuals) applying for EL2 or Head of Department positions (regardless of the duration of the engagement), will be required to have their qualifications assessed by the Committee. On request of the responsible manager during the recruitment process the

Committee will assess the qualifications. Educators are required to provide verified copies of their qualifications when applying.

6. Due to the higher-level qualifications required at the EL1.3 increment, clause M3 (Incremental Advancement) serves to introduce a qualification barrier where educators are required to have their teaching qualifications formally assessed and approved by the Committee to be able to increment.
7. An assessment of teaching qualifications can be made on application to the Committee at any time. However, commencement of payment above the EL1.2 increment will depend on the situations below:
  - a. An existing educator who applies to the Committee, and the qualifications are recognised, will be eligible to advance beyond the qualifications barrier at EL1.2.
    - i. Where the application was submitted within the first 12-months at the EL1.2 increment point, the educator will be eligible for payment from the date they are due to advance to the next increment (at the completion of 12 months at EL1.2).
    - ii. Where the application was submitted after the educator has completed 12-months at the EL1.2 increment point, the educator will be eligible for payment at the EL1.3 increment point from the date the qualifications were recognised by the Committee. Where this applies, the educator's next possible increment date (to advance to EL1.4) will be 12 months from the date the qualification was recognised by the Committee.
8. A new educator with a salary assessment indicating that their commencement should be above the EL1.2 increment, who submits an application to the Committee, and the qualifications are recognised, prior to commencement, will be eligible for payment at the applicable level from commencement.
9. A new educator with a salary assessment indicating that their commencement should be above the EL1.2 increment, who submits an application to the Committee, and the qualifications are recognised, after commencement, but no later than six months from commencement, will not be paid at the EL1.3 increment until the date the qualifications are recognised by the Committee.
  - a. Any application submitted after 6 months from commencement will be considered an application from an existing educator and 7(a) above will apply.

## Supporting Documents

- [ACT Public Service Canberra Institute of Technology \(Educator\) Enterprise Agreement 2023 – 2026](#)
- [Qualification Assessment Application Form](#)
- Guidelines on assessing equivalence of an alternate qualification for the purpose of incremental pay levels for EA