

# Information Sheet 7: Qualifications equivalence

December 2018

The *Disability Services Enterprise Agreement Victoria 2018 – 2020* (the agreement) identifies the qualifications required for Disability Development and Support Officer (DDSO) classified staff.

The minimum qualifications required are:

Position	Qualification as specified in the Agreement
DDSO 1	Nil
DDSO 1Q, DDSO 2, DDSO 3	Certificate IV in Disability or Advanced Certificate in Residential and Community Services or equivalent
DDSO 2A, DDSO 3A	Advanced Diploma of Disability or Bachelor of Applied Science (Disability) or equivalent or eligible to be registered as a Mental Retardation Nurse.

## Definition of 'qualification equivalence'

The term qualification equivalence is used to describe academic qualifications which provides the core knowledge, skill, and abilities to be able to perform the functions of the advertised position proficiently.

Note: An applicant's qualifications should be viewed alongside their demonstrated experience and knowledge.

## Recognised 'equivalent' qualifications.

The department recognises qualifications as 'equivalent' to those identified in the *HACSU Department of Human Services Disability Services Agreement 2018 - 2020*.

Position	Other qualifications (in addition to those listed in the Agreement), considered equivalent.
DDSO1Q, DDSO2, DDSO3 Qualification as specified in the Agreement: Certificate IV in Disability or Advanced Certificate in Residential and Community Services or equivalent	Certificate IV Community Services (Aged Care) with Disability units as electives (or higher qualification as listed below)
DDSO2A, DDSO3A, DDSO 4, DDSO5 Qualification as specified in the Agreement: Advanced Diploma of Disability or Bachelor of Applied Science (Disability) or equivalent or eligible to be registered as a Mental Retardation Nurse.	Bachelor of Education (Special Education) Bachelor of Health Sciences Bachelor of Psychology Bachelor of Occupational Therapy Bachelor of Speech Pathology Bachelor of Social Work

	Bachelor of Mental Health Nursing or Bachelor of Psychiatric Nursing Advanced Diploma of Community Sector Management
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**Alternative process to verify equivalent qualifications:**

If current or potential employees have qualifications (including qualifications obtained overseas), which they believe meet the minimum requirements, but are not listed in the qualifications equivalency list above, the staff member must go through a “process of recognition” by a Registered Training Organisation (RTO), or University.

It is the responsibility of the current or potential employee to contact an RTO or University and obtain written verification on the substitutability of their qualification for the qualifications listed in the table above. The written verification by the RTO shall clearly state the title of the qualification being equivalent and the corresponding equivalent qualification.

Current and potential employees provide the department with all documents related to qualifications including verification of substitutability at the time of employment or reclassification / promotion.

The department does not cover any costs incurred in obtaining written verification from a RTO.

**International Qualifications**

The process for recognition of international qualifications is to be undertaken by the applicant, at their own cost, through the National Office of Overseas Skills Recognition (NOOSR). The documented response from NOOSR is to be provided to the recruitment officer at the time of application for a position.