



Internal memo

Attention

Dean, Faculty of

Sender

Chair, Selection Panel -

Date

Subject

Notification of GCAP Requirement

The selection panel for the position of _____, in the _____ has recommended the appointment of _____ to this position. The selection panel has assessed the qualifications of _____ and recommends that he/she be:

- required to complete the Graduate Certificate in Academic Practice as a condition of probation; *or*
- exempted from completing the Graduate Certificate in Academic Practice as a condition of probation on the grounds of having completed that award, or an equivalent (AQF level 8 or above); *or*
- exempted from completing the Graduate Certificate in Academic Practice as a condition of probation on the grounds of having demonstrated an outstanding track record in education *and* research.
- not required to complete the Graduate Certificate in Academic Practice or equivalent as a condition of probation (eg. the candidate is only being offered a short fixed-term contract).

Please note:

Staff exempted from completing the Graduate Certificate in Academic Practice as a condition of probation are not able to access the University program via a Commonwealth Supported Place.

Staff who have completed part of a Graduate Certificate in Academic Practice or equivalent, or Foundations Program in a Group of Eight University are able to apply for Recognition of Prior Learning at the time of entry to the course.

Kind Regards,

Approved

Chair, Selection Panel

Dean, Faculty of