

Mandatory Minimum Qualifications Tip Sheet:

Steps for Selecting Candidates

This document is provided as a brief overview for considering whether candidates applying for roles that are required to comply with the mandatory minimum qualifications policy are eligible to be hired. This document can be read in conjunction with the [Tip Sheet: Applications and Decision Making](#) which explains the underlined terms. Please always refer to the official policy for interpretation: <https://www.vic.gov.au/mandatory-minimum-qualifications-specialist-family-violence-practitioners> but also take note of the [Implementation Update](#).

STEP 1 Selection criteria	Ensure the candidate is a good fit for the position description and selection criteria for the role. The remaining steps can be undertaken before or after the interview stage.		
STEP 2 Exempt practitioners	Is the candidate an <u>exempt</u> practitioner?	Yes	Proceed to interview and/or offer. No further formal study is required.
		No	Proceed to Step 3.
STEP 3 Qualifications Mapping Document	Does the candidate hold a recent <u>equivalent qualification</u> that has been specifically identified in the <u>Qualifications Mapping Document</u> ? (This might include an Australian Bachelor of Social Work or Masters of Social work)	Yes	Proceed to interview and/or offer. No further formal study is required.
		No	The <u>Qualifications Mapping Document</u> is not an exhaustive list and many other qualifications can be considered . Proceed to Step 4.
STEP 4 Qualifications Mapping Document – related qualification pathway	Does the candidate hold a recent <u>related qualification</u> that has been specifically identified in the <u>Qualifications Mapping Document</u> ?	Yes	Proceed to Step 8.
		No	If the candidate has other qualifications not listed in the <u>Qualifications Mapping Document</u> proceed to Step 5. If the candidate has no qualifications, or no relevant qualifications, proceed to Step 6.
STEP 5 Other qualifications	Does the candidate hold any other qualifications that may meet some (or all) of the equivalency principles?	Yes – ask the candidate to undertake a manual mapping of their qualifications against the equivalency principles.	If you are satisfied the candidate holds an <u>equivalent qualification</u> , proceed as you would for a yes at Step 3.
			If you are satisfied the candidate meets at least four equivalency principles, proceed as you would for a yes at Step 4.*
			If the candidate meets fewer than four equivalency principles, proceed to Step 6.
		No	Proceed to Step 6
STEP 6 Cultural/lived experience pathway	Does the candidate have significant <u>cultural experience and/or lived experience</u> and have they experienced <u>barriers to accessing educational pathways</u> ?	Yes	Proceed to Step 8.
		No	Proceed to Step 7.
STEP 7 Relevant professional experience pathway	Does the candidate have <u>5 years of relevant professional experience</u> ?	Yes	Proceed to Step 8.
		No	If the candidate does not fulfil any of the steps/pathways above, the candidate may not be able to be employed at this time.
STEP 8 Offer and Learning Development Plan	Ensure the preferred candidate is aware that they are being employed on a pathway and it is a condition of their employment that they undertake further formal study to gain an equivalent qualification within 5 years of commencement (or 10 years if hired under the cultural/lived experience pathway). Include this in their employment contract. Once employed, set up a <u>Learning Development Plan</u> to identify the further study that will be completed within the above timeframe.		

* You may wish to consider whether (despite some qualifications) the applicant fits the cultural/lived experience pathway in which case they will have 10 years to complete an equivalent qualification.