VETASSESS

Information sheet

# Management Consultant

**ANZSCO: 224711** | **Group B**

### About this document

- The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- Integrity checks may be conducted to verify the qualification and employment claims made in an application.

## Job description

A Management Consultant assists organisations to achieve greater efficiency and solve organisational problems.

Alternative Title:

- Business Consultant

## Occupations considered suitable under this ANZSCO code:

- Business Analyst

## Occupations not considered under this ANZSCO code:

- Managers
- Management Accountant
- Taxation Accountant (Taxation Consultant)
- Financial Investment Advise
- Human Resource Adviser
- Recruitment Consultant
- Training and Development Professional
- Policy Analyst
- Organisation and Methods Analyst
- Information and Organisation Professionals nec
- Marketing Specialist (Marketing Consultant)
- Market Research Analyst
- Public Relations Professional (Public Relations Consultant)
- Agricultural Consultant
- Environmental Consultant
- ICT Business Analyst

These occupations are classified elsewhere in ANZSCO or are not at the required skill level..

# Management Consultant is a VETASSESS Group B occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree or higher.

| GROUP B | Criteria for a suitable Skills Assessment | | | |
|---|---|---|---|---|
| | Minimum comparable Bachelor or higher degree AQF level | With highly relevant major field of study | Additional highly relevant qualifications | Highly relevant employment duration |
| 1 | AQF | | N/A | 1 YEAR minimum |
| 2 | AQF | No highly relevant major | AQF<br>Minimum AQF Diploma level with highly relevant major | 2 YEARS minimum |
| 3 | AQF | No highly relevant major | No additional highly relevant qualifications | 3 YEARS minimum |

**Pre-qualification methodology can apply to Group B occupations**

| | Highly relevant employment duration | With or without highly relevant major field of study | Additional highly relevant qualifications | Comparable Bachelor degree AQF level |
|---|---|---|---|---|
| 4 | 5 YEARS minimum + 1 YEAR minimum<br>Within last 5 years | N/A | N/A | AQF |

## Description of Pathways

The information below describes the available pathways for a Skills Assessment under **Group B**. Please note that in order to achieve a suitable Skills Assessment Outcome, a positive assessment for both qualifications and employment is required.

### Pathway 1

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree and in a field highly relevant to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

### Pathway 2

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree and in a field not highly relevant to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

An additional qualification in a highly relevant field of study at a minimum AQF Diploma level is required. Additional qualifications in a highly relevant field of study include those comparable to the AQF Diploma or AQF Advanced Diploma or AQF Associate Degree or AQF Graduate Diploma.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **two** years of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

For example, an applicant for the occupation Quality Assurance Manager completed a non-relevant AQF Bachelor qualification in April 2024 and later completed an AQF Diploma in Quality Management in May 2026. The applicant commenced employment with the organisation in May 2024 and remains employed there.

Under Pathway 2, the applicant satisfies the minimum educational requirement for a Group B occupation through the AQF Bachelor qualification. Accordingly, employment is counted from the completion date of the Bachelor qualification, meaning employment from May 2024 onwards may be considered toward both the required Qualifying Period (QP) and any remaining eligible period for the points test.

As the later Diploma qualification is highly relevant to the occupation, the applicant may access the reduced employment requirement applicable under Pathway 2. In this case, only two years of QP are required, and that employment may be counted from the post-Bachelor period rather than from the Diploma qualification completion date.

### Pathway 3

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree and in a field not highly relevant to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **three** years of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

**Pathway 4**

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree with or without a highly relevant major field of study to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **six** years of employment at an appropriate skill level that includes at least **one** year of highly relevant employment within the last five years before applying,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

## Qualification

AQF Bachelor degree or higher degree.

This includes qualifications assessed at AQF Bachelor, Master and Doctoral level.

Other fields of study may be considered for a Full Skills Assessment if the employment is assessed as highly relevant and the field of study pertains to the applicant's area of consulting.

Highly relevant major fields of study include:

- Business Management
- Organisation Management

## Employment

Highly relevant tasks include, but are not limited to:

- Assisting and encouraging the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of organisations' resources.
- Discussing business and organisational shortcomings with clients.
- Analysing and evaluating current systems and structures.
- Discussing current systems with staff and observing systems at all levels of organisation.
- Directing clients towards more efficient organisation and developing solutions to organisational problems.

Additional tasks may include:

- Meeting with clients to introduce services and discuss consultancy objectives.
- Developing and deploying project management methodologies.
- Undertaking and reviewing work studies by analysing existing and proposed methods and procedures such as administrative and clerical procedures.
- Recording and analysing organisations' work flow charts, records, reports, manuals and job descriptions.
- Preparing and recommending proposals to revise methods and procedures, alter work flows, redefine job functions and resolve organisational problems.
- Assisting in implementing approved recommendations, issuing revised instructions and procedure manuals, and drafting other documentation.
- Reviewing operating procedures and advising of departures from procedures and standards.
- Managing client expectations.

While a variety of specialised roles within management consultancy may be accepted, applicants should be performing a role at the required skill level in terms of comparison to the tasks listed above. Further considerations also apply, as detailed below.

## Employment information

For a role to be considered highly relevant, all three of the 'essential' activities below must be demonstrated.

Essential – All must be demonstrated:

- Independent and objective consultancy on management topics.
- Research and analysis of client needs; identifying and assessing a problem or analysing a specific area of an organisation.
- Recommendations based on clients' specific business and organisational problems.

Additional activities that may sometimes be encountered:

- Assisting with implementation of recommendations made.
- Piloting the proposed solution(s).
- Winning new business.
- Leading consultancy teams.
- Liaising to promote follow-up services.

**Criteria for internal consulting roles**

The majority of management consultants work for consulting firms or as independent consultants, providing advice to external clients. In some cases, clients may also be internal to the organisation at which the consultant is employed, but, in all instances, the role of the consultant must be to provide independent and objective advice and assistance to help the organisation(s) achieve greater efficiency and solve organisational management issues.

The organisational structure in which an applicant works should facilitate the provision of independent and objective advice. Internal consultants usually work in an internal consulting unit (sometimes known as a strategy team/department) to provide consulting services to other units of the same organisation. Many internal consultants are unlikely to be in a position to provide the independent and objective advice that is expected for this occupation. For an internal role to be considered as a Management Consultant, an applicant must show clear and verifiable evidence of providing independent and objective advice and guidance.

**Notes on other employment contexts**

The advice provided in the course of setting up or delivering Business Process Outsourcing services would not normally be considered to be objective advice. A distinction is made between advice to bring about continuous improvement of outsourced processes and the provision of strategic management-related solutions to organisational issues on an objective consultancy basis.

Roles that are primarily focused on the provision of advice relating to risk management or compliance with legislation, regulations, or quality frameworks, without sufficient consulting on organisational management issues, are not considered highly relevant. In general, if the advice being provided is limited in scope to approaches to ensure compliance with established frameworks or standards, it is not considered as meeting the requirements for this occupation. Consultancy advice is expected to relate to setting and achieving organisational and business improvements that are not dictated by pre-determined standards. Roles at Professional level in the areas of governance, risk and compliance may be considered against the occupation of Information and Organisation Professionals nec (ANZSCO Code 224999).

The occupation of Organisation and Methods Analyst (ANZSCO Code 224712) covers roles that study organisational structures, methods, systems and procedures in order to, for example, improve ongoing processes.

## Additional employment information

Consulting involves providing expert advice to people working in a particular field. Consultants are found in a wide variety of areas, including ICT, agriculture, recruitment, taxation, scientific research, environmental management, etc. Management consultants provide advice on management-related topics.

Management Consultants usually work as independent consultants or are employed by a management consulting firm providing professional expertise and advice relating to strategy, structure, management and operations to organisations with the aim of meeting the organisation's long-term purposes and objectives, for a consultancy fee. The consultancy process involves identifying and assessing a problem or analysing a specific area of an organisation, reporting on findings, and formulating and often implementing recommendations for improvement.

Determining the scope, purpose, methodology, and context of consulting engagements delivered is a key component of the assessment process. In determining whether a role involves sufficient consulting on management topics, consideration will also be given to the scope and breadth of advice provided and the impact of the issues addressed on the client organisations. The management topics and organisational problems advised upon typically relate to the ongoing planning, monitoring, analysis and assessment of how organisations can achieve strategic goals and objectives, broadly conceived. While advice may be provided on potential improvements to ongoing operational processes, management consultants are expected to demonstrate the capacity for strategic advice in their roles.

Roles without a clear consultancy basis, such as many managerial roles or those focusing on facilitating ongoing improvements to existing internal processes only, are not considered highly relevant.

## Supporting material for assessment

Applicants nominating this managerial occupation must submit an organisational chart. An organisational chart should include:

- The company letterhead,
- Your job position,
- The job position of your superiors and subordinates, as well as,
- All positions reporting to your immediate supervisor and to your direct subordinates.

If you are unable to obtain an organisational chart from your employer, please provide a statutory declaration outlining the required information and the reasons why this information cannot be provided.

Applicants are also further encouraged to provide the following, if possible:

- Official Position Descriptions for all roles held
- Detailed website links for each of their employers, detailing:
- * Relevant department/unit at which they were employed, if links are available.
- *Relevant services provided.
- Website links for major external clients, if relevant.
- Any further online information of relevance to their work during the period.
- Reference letters from clients
- Samples of contracts if relevant to role performed
- Documents generated during the consultancy process, such as consultancy reports.
- Any other documents they believe relevant to their role.

(Applicants may redact any particularly sensitive information before submitting these documents).