VETASSESS

Information sheet

Quality Assurance Manager

ANZSCO: 139914 **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

Quality Assurance Managers plan, organise, direct, control, and coordinate the deployment of quality systems and certification and/or accreditation processes within an organisation.

Alternative titles:

- Quality Facilitator
- Quality Systems Manager
- Assurance Manager
- Quality & Risk Manager
- Head of Quality Management
- Quality & Compliance Manager
- Quality & Business Improvement Manager

Quality Assurance Manager 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 degree.

Applicants must also have at least one year of highly relevant, post-qualification employment, at an appropriate skill level completed in the last five years.

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 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 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

Major fields of study which match the employment context but do not contain any specific subjects in QA, may be accepted provided that the employment is highly relevant and assessed positively.

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

Highly relevant major fields of study include:

- Quality Systems
- Quality Management

Employment

Highly relevant tasks include:

- Planning, coordinating and participating in system reviews and quality audits, and assisting staff in identifying potential improvements to systems, processes and work flows.
- Guiding organisations through the deployment of quality systems and certification and/or accreditation processes.
- Assisting and encouraging the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of an organisation's resources.
- Assisting in the identification of formal standards and regulatory codes appropriate to the organisation's needs.
- Assisting with the documentation of processes and operating procedures.
- Liaising with suppliers within manufacturing environments to assist them in supplying goods to particular specifications.
- Liaising with customers to monitor perceptions regarding the organisation's quality and timeliness.
- Assisting in the implementation of statistical methodologies and quality tools to monitor and control quality.

- Providing input into reports on the effectiveness and suitability of the management system.
- Advising on and may deliver training relating to quality programs and objectives.
- Assist in the identification of risks and opportunitites
- Assist in the establishment and management of contractual / regulatory compliance systems

Quality Assurance Managers help organisations develop and maintain quality systems to ensure they achieve their strategic quality objectives.

Employment information

Quality Assurance Managers help organisations develop and maintain quality systems to ensure organisations achieve their strategic quality objectives. They hold a managerial role, overseeing the quality assurance department with tasks covering an organisational-wide scope.

Roles that are not considered to be at the managerial level or hold significant authority over the development of quality systems and standards would not be considered at the required level.

Supporting material for assessment

Applicants nominating this occupation are required to provide evidence that meets VETASSESS documentation requirements.

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

- The company letterhead,
- Your job position, and
- The job positions 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.