VETASSESS

Information sheet

Program or Project Administrator

ANZSCO: 511112 **Group C**

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

Program or Project Administrators plan and undertake administration of organisational programs, special projects and support services.

Occupations considered suitable under this ANZSCO code:

Alternative titles:

- Project Coordinator

Occupations not considered under this ANZSCO code:

- Administrative positions which are only clerical/ secretarial in nature.
- Customer Service Officer
- Generalist management roles which are not concerned with the administration of a particular program or projects.
- Office Managers.

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

Program and Project Administrator a VETASSESS Group C occupation.

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

Applicants can fulfill the assessment criteria for this occupation in four different ways.

GROUP C	Criteria for a positive Skills Assessment						
	Post-qualification Pathways						
	Minimum comparable Diploma or higher 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	+	Minimum AQF Certificate IV level with highly relevant major	+	1 YEAR minimum
3	AQF	+	No highly relevant major	+	No additional highly relevant qualifications	+	2 YEARS minimum
	Pre-qualification Pathway						
	Highly Relevant employment duration						**Minimum comparable Diploma or higher AQF level**
4	3 YEARS minimum + 1 YEAR minimum Within last 5 years	+			With or without highly relevant major field of study	+	AQF

Description of Pathways

The information below describes the available pathways for a Skills Assessment under **Group C** . Please note that in order to achieve a successful Skills Assessment Outcome, a suitable 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) Diploma or higher and in a field highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or 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) Diploma or higher and in a field not highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

An additional qualification in a highly relevant field of study at a minimum AQF Certificate IV level is required. Additional qualifications in a highly relevant field of study include those comparable to the AQF Certificate IV.

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.

For example, an applicant for the occupation Program or Project Administrator completed a non-relevant AQF Diploma qualification in April 2024 and later completed an AQF Certificate IV in Project 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 C occupation through the AQF Diploma qualification. Accordingly, employment is counted from the completion date of the Diploma 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 Certificate IV qualification is highly relevant to the occupation, the applicant may access the reduced employment requirement applicable under Pathway 2. In this case, only one year of QP is required, and that employment may be counted from the post-Diploma period rather than from the Certificate IV qualification completion date.

Pathway 3

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

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

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.

Pathway 4

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

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

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

- at least **four** 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

Suitable subjects may include (but not be limited to):

- Project Planning
- Project Cost Management
- Project Quality and Risk Management
- Managerial Effectiveness
- Design Management
- Project Life Cycles
- Apply Scope Management Techniques
- Apply Time Management Techniques
- Apply Quality Management Techniques

Qualifications in certain Business fields may be accepted on a case-by-case basis if the study contains sufficient subjects in Project Management.

Other fields of study may be considered on a case-by case basis if they are highly relevant to the industry or sector in which the applicant has project management experience.

Major fields of study which match the employment context are to be accepted for this occupation providing that:

- The employment is highly relevant and assessed positively.

Major fields of study which match the employment context but do not contain any specific subjects in Project Management will be not considered a relevant field of study if the employment is deemed not to be highly relevant.

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

A highly relevant field of study is:

Project Management.

Employment Context

Categories of acceptable employment contexts include (but are not limited to):

- Consulting firm
- Engineering or construction
- Education or training providers
- Government authority
- Corporate organisation
- Not-for-profit organisation
- Multiple sectors such as Health, Education, IT, Environment, Community Development

Employment Tasks

Highly relevant tasks include, but are not limited to:

- Developing, reviewing and negotiating variations to programs, projects and services.
- Responding to inquiries and resolving problems concerning programs, projects, services provided, and persons affected.
- Managing paperwork associated with programs, projects and services provided.
- Working with Project Managers, Architects, Engineering Professionals, owners and others to ensure that goals are met.
- Advising senior management on matters requiring attention and implementing their decisions.
- Overseeing work by contractors and reporting on variations to work orders.
- Preparing and reviewing submissions and reports concerning the organisation's activities.
- Collecting and analysing data associated with projects undertaken, and reporting on project outcomes.

Employment Information

Applicants should be able to demonstrate the application of specific project management methodology to administer projects. They may be using a range of tools to formalise the coordination of the work they are involved in. Relevant tools may include Gantt Charts, risk matrix, project reports, timesheets and so forth.

Applicants performing generic administrative tasks with insufficient application of proper project management methodology and associated tools will not be considered at the required skill level for this occupation.

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.

If you are nominating this occupation, and you are self-employed, you are required to provide the following:

- Evidence of self-employment such as sole trading or business registration details and/or official statements issued by your (registered) accountant and/or legal team. The statement from your accountant or solicitor must include the accountant's or solicitor's letterhead, your full name, how long you have been continuously self-employed including official dates in each role, the nature of the business conducted, the signature and contact details of the accountant or solicitor.
- Statutory declaration listing your main duties during self-employment.
- Payment evidence showing regular income from self-employment, such as client invoices together with corresponding bank statements and/or official taxation records.
- Supplementary evidence, such as contracts with clients or suppliers, client testimonials, and evidence of projects completed.