VETASSESS

Information sheet

Faculty Head

ANZSCO: 134411

Group A

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

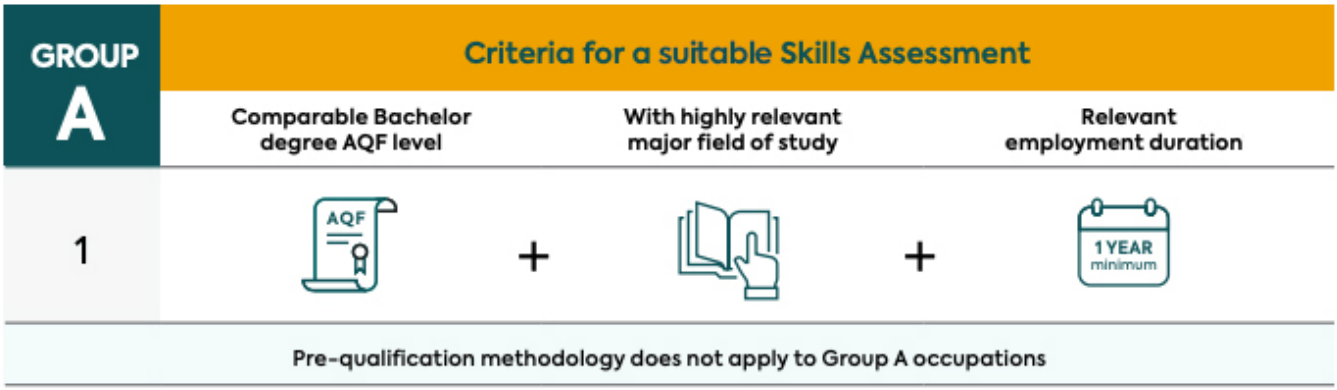
Faculty Head plans, organises, directs, controls and coordinates the educational and administrative aspects of a department, faculty or school within a university or other tertiary education institution.

Occupations considered suitable under this ANZSCO code:

- Dean (University)
- Head Teacher (TAFE)

Faculty Head is a VETASSESS Group A occupation

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



The information below describes the available pathways for a Skills Assessment under**Group A**. Please note that in order to achieve a suitable 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) 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.

Qualification

Highly relevant major fields of study include:

Bachelor degree or higher degree with a major in the field of study taught in the Faculty, or in general education.

Employment Criteria

Highly relevant tasks include, but not limited to:

- Coordinating the educational, administrative and financial affairs of an educational institution or department within the institution
- Researching, developing, implementing, reviewing and evaluating educational and administrative policy
- Liaising between educational institutions, parents and the wider community
- Providing advice on policy and procedures to staff and students
- Consulting with academic and administrative staff to coordinate educational programs
- Identifying and addressing present and future needs for student and staff development
- Researching educational systems and monitoring and evaluating new developments
- Researching and reporting on students' needs arising from curriculum implementation
- Developing and delivering training programs for teachers

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.