VETASSESS

Information sheet

School Principal

ANZSCO: 134311

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

School Principal plans, organises, directs, controls and coordinates the educational and administrative aspects of primary, middle or intermediate and secondary schools, including physical and human resources.

Occupations considered suitable under this ANZSCO code:

- Headmaster/mistress
- Middle or Intermediate School Principal
- Primary School Principal
- Secondary School Principal

School Principal 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.

GROUP A	Criteria for a suitable Skills Assessment		
	Comparable Bachelor degree AQF level	With highly relevant major field of study	Relevant employment duration
1	 +	 +	
Pre-qualification methodology does not apply to Group A occupations			

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

Teaching Education or a more general degree in Education may be accepted for this occupation.

Furthermore, any type of degree followed by a post-graduate qualification in Education or Teaching Education may also be considered.

This occupation 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.

Employment Criteria

Tasks may include, but not limited to:

- Determining educational programs based on curricula set by educational authorities
- Implementing systems and procedures to monitor school performance and student enrolments
- Directing administrative and clerical activities concerning student admissions and educational services
- Preparing school budgets and maintaining budgetary controls
- Promoting the educational program, and representing schools in the wider community
- Supervising the maintenance of school facilities
- Enforcing a disciplinary code to create a safe and conducive environment for students and teachers
- Organising and implementing methods of raising additional funds in conjunction with parent groups
- Controlling selection, training and supervision of staff
- May teach students

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.