

Archivist

ANZSCO: 224211

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

Analyses and documents records, and plans and organises systems and procedures for the safekeeping of records and historically valuable documents.

Occupations considered suitable under this ANZSCO code:

- > Film Archivist
- Legal Archivist
- Manuscripts Archivist
- > Parliamentary Archivist

Archivist 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.

Applicants must have fulfilled at least one of the following four criteria (1–4):

GROUP	Criteria for a positive Skills Assessment			
	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	Minimum AQF Diploma level with highly relevant major	+ 2 YEARS minimum
3	+	No highly +	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 stu		Comparable s* Bachelor degree AQF level
4	5 YEARS 1 YEAR minimum Within last 5 years	+ N/A +	h N/A	+ (AQF)

- * Additional qualifications in a highly relevant field of study include those comparable to the following levels:
- AQF Diploma
- AQF Advanced Diploma
- AQF Associate Degree or
- AQF Graduate Diploma
- *** Bachelor degree or higher degree includes:
- AQF Master Degree or
- AQF Doctoral Degree
- ** Highly relevant paid employment duration (20 hours or more per week)

1–3

minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

4

minimum 6 years of relevant employment required – five years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.

*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining five years of pre-qualifying period may be within the last ten years. A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

Qualification

Archival/archives administration/science is a program that prepares individuals to identify, manage, preserve, and make available records with long-term value for documentation, legal, research, and other purposes.

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

Highly relevant tasks include, but are not limited to:

- Evaluates and preserves records for administrative, historical, legal, evidential and other purposes
- Prepares record-keeping systems, indexes, guides and procedures for archival research and for the retention and destruction of records