VETASSESS

Information sheet

Records Manager

ANZSCO: 224214 **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

A Records Manager designs, implements and administers record systems and related information services, to support efficient access, movement, updating, storage, retention and disposal of files and other organisational records.

Occupations not considered under this ANZSCO code:

- Librarian
- Bookkeepers
- Secretarial / clerical roles
- Administrative Assistant
- Archivist
- Health Information Manager
- Office Manager

Records Manager is a Group B occupation

This occupation requires a qualification which is assessed as comparable to the educational level an Australian Qualifications Framework (AGF) Bachelor or higher*.

If the qualification is in a highly relevant field to the occupation, then one year of highly relevant, post-qualification employment is required. This must be within the past five years.

If the qualification is not in a highly relevant field, three years of highly relevant, post-qualification employment is required. This must be within the past five years.

This is reduced to two years if there is an additional qualification at least at AQF Diploma level in a highly relevant field.

If employment is not post-qualification, then five additional years of relevant employment are required. This is in addition to one year of highly relevant employment within the past five years.

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

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	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

Records Managers often have qualifications in Information Management. Information Management is the study of different methods and practices in information management, the methods of selecting and organising information resources, and the technology used in the storage, retrieval and dissemination of information.

Highly relevant fields of study would include:

- Records Management
- Records / Information Management
- Library and Information Science**

Other fields of study such as Business and Information Technology may be considered on a case-by-case basis if they include sufficient coverage of subjects in Records Management, Record Keeping and Information Management / Information Science.

**Library and Information Sciences is an interdisciplinary field that focuses on the organisation, preservation, and access to information, both in physical and digital formats. It covers Information Management, Archiving, Use of Tech in Information or Record Management.

Employment

Tasks include:

- Developing record cataloguing, coding and classification systems, and monitoring their use
- Managing the organisations' central records systems
- Analysing the record-keeping needs of organisations, and translating these needs into record management systems
- Maintaining computerised and other record mangement systems and record forms, and advising on thier usage
- Controlling access to confidential information, and recommending codes of practice and procedures for accessing records

Additional Tasks

- Managing and training staff in the use of record management systems to ensure compliance and efficiency
- Managing internal record distribution and act as the organisation's primary records custodian
- Extracting statistical and other data, based on the classification of recorded information
- Assisting with surveys and research that require access to recorded information,
- Processing requests under freedom of information laws, and supporting data analysis
- Conducting audits to identify missing records and arranging searches to retrieve them
- Developing better practices to mitigate risk associated with poor records keeping systems
- Developing records disposal schedules and monitoring their use
- Developing disaster plans to make sure that the organisation has the necessary information to continue functioning

Employment Information

Records Managers typically work in government departments or large corporations. Their primary responsibility is to develop, implement, and manage a records management system, ensuring compliance with relevant standards and policies.

Key responsibilities of a Records Manager include:

1. System Development & Implementation

a. Analyse business requirements to design and build an effective records management system.

b. Establish policies and standards for records management.

2. Ongoing System Administration

a. Configure and maintain the records management system post-implementation.

b. Ensure compliance with legislation, privacy policies, and industry standards.

3. Records & Archives Management

a. Apply best practices for records retention, storage, and retrieval.

b. Oversee data governance and knowledge management strategies.

Skill Level and Distinction from Administrative Roles

The Records Manager role requires specialised knowledge of records and archives management, relevant legislation, and data privacy regulations. Unlike administrative or clerical staff—who may handle filing and document archiving as part of broader administrative duties—Records Managers focus on high-level system management, compliance, and policy development.

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.