

# Sports Administrator

ANZSCO: 139915

Group B

## Job description

Sports Administrator plans, organises, directs, controls, coordinates and promotes sport and recreational activities, and develops related policies.












### 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.

# Sports Administrator 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 B	Criteria for a positive 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		+		+	N/A	+	
2		+	No highly relevant major	+	 Minimum AQF Diploma level with highly relevant major	+	
3		+	No highly relevant major	+	No additional highly relevant qualifications	+	
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		+		+	N/A	+	
	Within last 5 years						

\* 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

Sports Administration is the study of modern coaching techniques and management of the political, legislative and administrative complexities of sport.

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 include, but not limited to:

- Administers sport and recreation policy and program development
- Arranges funding for sport and fitness programs and monitors related expenditures and budgets
- Liaises with local, State and Commonwealth authorities to promote sport and recreation policy development
- Plans, develops and implements promotional activities to increase participation in sport and recreation programs
- May recommend funding for sporting programs under government policy
- Talks to clients and conducts research to determine their needs
- Develops programs and services that meet client needs
- Consults widely to develop short- and long-term business plans for their sport
- Supervises the design, planning and maintenance of sport and recreation facilities
- Makes sure facilities conform to fire and other safety standards
- Plans and organises sporting events
- Supervises office, facility and/or program staff
- Identifies staff training needs
- Coordinates the business activities of the sport, or of the club
- Reports to various committees and/or government agencies

## 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.

