

# Technical Writer

ANZSCO: 212415

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

Technical Writer researches and writes technical information-based material and documentation for articles, manuals, text books, handbooks, or multimedia products, usually for education or corporate purposes.

# Technical Writer 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	+ 	1 YEAR minimum
2	 + No highly relevant major	+ 	+ 	2 YEARS minimum
3	 + 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	 + 	+ N/A	+ 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

Degrees in Technical and Business Writing, English, Journalism and Communications can be accepted as highly relevant for this occupation.

Major fields of study which match the employment context can also be accepted for this occupation.

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:

- Conducts research and collates background material
- Plans and organises material and composes draft manuscripts
- Revises work, ensuring technical accuracy
- Ensures the work fulfils the intended purpose and meets the brief for the work
- Submits work for comment and editing for publication
- Formats and re-edits material
- Researching and writing technical, information-based material and documentation for manuals, text books, handbooks and multimedia products

