

# Information and Organisation Professionals nec

ANZSCO: 224999

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

Information and Organisation Professionals support organisations, government, individuals and the community by analysing, organising and managing information and data, and by providing advice on policy, business and organisational methods. This occupation group includes Information and Organisation Professionals not elsewhere classified.

## Occupations considered suitable under this ANZSCO code:












- Electoral Officer
- Knowledge Manager
- Lobbyist
- Museum Registrar
- Procurement Specialist
- Information Management Co-ordinator
- Sales Analyst

## Occupations not considered under this ANZSCO code:

- Organisation and Methods Analyst (ANZSCO Code 224712)
- Management Consultant (ANZSCO Code 224711)
- ICT Business Analyst (ANZSCO Code 261111)
- Policy Analyst (ANZSCO Code 224412)
- Purchasing Officer (ANZSCO Code 591113)
- Supply and Distribution Manager (ANZSCO Code 133611)
- Internal Auditor (ANZSCO Code 221214)
- Electorate Officer (ANZSCO Code 224911)
- Liaison Officer (ANZSCO Code 224912)
- Migration Agent/Immigration Consultant (ANZSCO Code 224913)
- Patents Examiner (ANZSCO Code 224914)

# Information and Organisation Professionals nec 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 can fulfil the assessment criteria for this occupation in four different ways.

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	+  Minimum AQF Diploma level with 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	 +  Within last 5 years	+ N/A	+ N/A	+ 

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

### AQF Bachelor degree or higher degree\*

This occupation requires a qualification in:

- Business Administration
- Management
- Commerce (with business administration focus)
- Information Management Other disciplines which are relevant to the nec employment context may be considered on a case-by-case basis (if employment is highly relevant)

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

## Employment

Highly relevant tasks include:

- analysing, organising and managing information and data;
- providing advice on policy, business and organisational methods.

## Supporting material for assessment

Applicants should provide a cover letter that justifies the rationale for choosing an 'nec' category. If you are nominating this occupation you may submit an organisational chart. An organisational chart should include the company letterhead, your job position and those of your superiors and subordinates as well as all positions reporting to your immediate supervisor and to your direct subordinates. You should also provide details of any relevant training or professional development courses undertaken. These may be detailed in the Curriculum Vitae/Resume provided.

