

Practice Managers nec

ANZSCO: 512299

Group C

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

Practice Managers organise and control the functions and resources of professional practices such as administrative systems and practice personnel. This occupation group covers Practice Managers not elsewhere classified.












Occupations considered suitable under this ANZSCO code:

- Accounting Practice Manager
- Architectural Practice Manager
- Legal Practice Manager
- Veterinary Practice Manager

Practice Managers nec is a VETASSESS Group C occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or higher.

Applicants can fulfil the assessment criteria for this occupation in four different ways.

GROUP C		Criteria for a positive Skills Assessment					
Post-qualification Pathways							
	Minimum comparable Diploma or higher 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 Certificate IV level with highly relevant major	+	
3		+	No highly relevant major	+	No additional highly relevant qualifications	+	
Pre-qualification Pathway							
	Highly Relevant employment duration***				Minimum comparable Diploma or higher AQF level*		
4		+	 Within last 5 years	+	With or without highly relevant major field of study	+	

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

** 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** 4 years of relevant employment required – three 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 three 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

Highly relevant major fields of study include:

- Office Management is the study of the coordination and management of office systems and personnel.

This occupation requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field highly relevant to the nominated occupation.

Employment Criteria

Highly relevant tasks include, but are not limited to:

- Contributing to the planning and review of office services, and setting priorities and office service standards
- Allocating human resources, space and equipment
- Assigning work to and monitoring work performance of staff
- Managing records and accounts of the practice
- Liaising with Professionals to coordinate practice business and to facilitate resolution of problems
- Ensuring office equipment and supplies are maintained
- Ensuring compliance with occupational health and safety regulations
- Ensuring work complies with relevant government legislation, policies and procedures
- Coordinating personnel activities such as hiring, promotions, performance management, payroll, training and supervision

Additional tasks may include:

- Develops and maintains recording and information systems
- Oversees and controls office functions
- Arranges office accommodation
- Liaises with other departments in the organisation
- Ensures compliance with occupational health and safety
- Trains, supervises and coordinates staff
- May deal with enquiries from outside the organisation, particularly complaints
- May deal with salary, termination and other employment matters

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.

