

# Licensed Club Manager

ANZSCO: 141411

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

Organises and controls the operations of a licensed club to provide food, beverages, gaming, entertainment, sporting and other amenities for members. Registration or licensing is required.












## Occupations considered suitable under this ANZSCO code:

- Gaming Manager
- Nightclub Manager

# Licensed Club Manager is a 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 must have fulfilled at least one of the following four criteria (1–4):

GROUP C	Criteria for a positive Skills Assessment						
	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 methodology can apply to Group C occupations							
	Highly relevant employment duration**		With or without highly relevant major field of study		Additional highly relevant qualifications*		Minimum comparable Diploma or higher 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

\*\* 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:

- Hospitality Management

## Employment Criteria

Highly Relevant tasks include, but are not limited to:

- Planning and supervising bar, restaurant and function services
- Planning, booking and supervising sporting, gaming and entertainment activities
- Supervising security arrangements and property maintenance
- Arranging member subscriptions
- Observing liquor, gaming, health and other laws and regulations
- Ensuring compliance with occupational health and safety regulations
- Compiling and organising distribution of newsletters and other information to keep members informed of forthcoming events and facilities available
- Assessing and reviewing member satisfaction and preferences
- Liaising with community groups sponsored and assisted by the club
- Selecting, training and supervising staff

## 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.

