VETASSESS

Information sheet

Travel Attendants nec

ANZSCO: 451799 **Group D**

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

Travel Attendants provide services for the safety and comfort of passengers in aircraft, ships and railway sleeping cars. This occupation group covers Travel Attendants not elsewhere classified.

Occupations considered suitable under this ANZSCO code:

- Marine Steward

Travel Attendants nec is a VETASSESS Group D occupation.

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

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment Outcome.

GROUP D	Criteria for a suitable Skills Assessment				
	Post-qualification Pathways				
	Minimum comparable Certificate III or IV or higher AQF level		**With highly relevant major field of study**		**Highly relevant employment duration**
1	AQF Minimum AQF Certificate IV	+		+	1 YEAR minimum
2	AQF Minimum AQF Certificate IV	+	No highly relevant major	+	2 YEARS minimum
3	AQF Minimum AQF Certificate III	+		+	3 YEARS minimum
	Pre-qualification Pathway				
	Highly Relevant employment duration				**Minimum comparable Certificate IV AQF level**
4	3 YEARS minimum + 1 YEAR minimum Within last 5 years	+	With or without highly relevant major field of study	+	AQF

Description of Pathways

The information below describes the available pathways for a Skills Assessment under **Group D** . Please note that in order to achieve a suitable Skills Assessment Outcome, a suitable assessment for both qualifications and employment is required.

Pathway 1

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

Certificate IV or higher includes AQF Diploma, Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

Please note: The qualification level requirement AQF Certificate IV or higher can be satisfied by one qualification, while the requirement for a highly relevant major can be met by a separate qualification at a minimum of AQF Certificate III level.

Pathway 2

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Certificate IV or higher and in a field not highly relevant to the nominated occupation.

Certificate IV or higher includes AQF Diploma, Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **two** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

Please note - This pathway applies where a qualification is assessed at AQF Certificate IV level or higher and is not highly relevant to the nominated occupation, or where no other relevant qualification at AQF Certificate III level is available for consideration.

Pathway 3

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Certificate III in a field highly relevant to the nominated occupation.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **three** years of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

Pathway 4

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Certificate IV or higher with or without a highly relevant major field of study to the nominated occupation.

Certificate IV or higher includes AQF Diploma, Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **four** years of employment at an appropriate skill level that includes at least **one** year of highly relevant employment within the last five years before applying,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

important note - travel attendants nec

Some occupations assessed by VETASSESS are listed as 'nec' which means 'not elsewhere classified'.

If nominating one of these occupations, you must ensure that your qualifications and employment are highly relevant to one of the occupation titles given in the ANZSCO description for the particular occupation. Other specific occupation titles which cannot be found elsewhere in ANZSCO will be considered on a case-by-case basis as long as they are relevant to the 'nec' codes. In order to be assessed against an 'nec' code, your occupation would generally be described as non-classified, yet specialised or related to its ANZSCO Unit Group description. Your employment in these nominated occupations should not better match another ANZSCO code (whether assessed by VETASSESS or not).

When considering whether to nominate an 'nec' occupation, you should consider the sub major group description and determine whether your skills best fit this category. VETASSESS conducts a case-by-case assessment to determine whether the employment can be considered highly relevant to the classification.

If an applicant's employment is highly relevant to another ANZSCO occupation, the same period of employment cannot be assessed suitably against an 'nec' classification, regardless of whether the occupation is available for migration purposes or not.

Specialisations within the Health and Welfare Services Managers nec classification include (but are not limited to): Director of Pharmacy, Director of Physiotherapy Services, Director of Speech Pathology, Manager of Allied Health Services, Disability Services Program Manager. Applicants should provide a cover letter that justifies the rationale for choosing an 'nec' category.

Qualification

AQF Certificate III or higher qualification. This includes qualifications assessed at AQF Certificate III, Certificate IV, Diploma, Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master and Doctoral level.

Highly relevant tasks include, but are not limited to:

- Travel and Tourism Management
- Hospitality Management
- Customer Service Management

Employment Criteria

Highly relevant tasks include, but are not limited to:

- Managing safety and emergency procedures and making public announcements
- Coordinating the sale of goods to passengers and completion of any customs and immigration documentation which may be required
- Conducting safety checks and demonstrations of safety equipment and procedures
- Assisting passengers in emergency drills, carrying out emergency procedures, assisting and directing passengers in emergencies
- Checking passengers' tickets and directing them to seats and cabins
- Tidying ship and railway cabins, and receiving and stowing food, equipment and cabin baggage
- Operating galleys, preparing and heating food for passengers, and serving refreshments and meals
- Distributing reading material, pillows, blankets and other amenities for the comfort of passengers

Supporting material for assessment

When applying for a Skills Assessment, please ensure you submit sufficient evidence supporting your proof of identity, qualification and employment claims. A full list of the documents required can be found on the VETASSESS website under Eligibility Criteria.

If you are nominating this managerial occupation, you must submit an organisational chart. This chart should include:

- The company letterhead
- Your job position
- The job positions of your superiors and subordinates as well as all positions reporting to your immediate supervisor and your direct subordinates.

The chart should also indicate the department's location within the overall company structure.

If you are unable to obtain an organisational chart from your employer, you must provide a statutory declaration outlining the required information and the reasons why you cannot provide the information.

Applicants applying for this occupation should provide a cover letter that justifies their rationale for choosing an nec category.