VETASSESS

Information sheet

Health and Welfare Services Managers nec

ANZSCO: 134299

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

Health and Welfare Services Managers plan, organise, direct, control and coordinate the professional and administrative aspects of health and welfare programs and services. This occupation group covers Health and Welfare Services Managers not elsewhere classified (nec).

Occupations considered suitable under this ANZSCO code:

- Director of Pharmacy
- Director of Physiotherapy Services
- Director of Speech Pathology
- Manager of Allied Health Services
- Disability Services Program Manager

Occupations not considered under this ANZSCO code:

- Nurse Managers
- Nursing Clinical Director
- Medical Administrator
- Primary Health Organisation Manager
- Welfare Centre Manager

These occupations are classified elsewhere in ANZSCO or are not at the required skill level.

Health and Welfare Services Managers nec is a VETASSESS Group A occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree or higher, in a field highly relevant to the nominated occupation.

GROUP A	Criteria for a suitable Skills Assessment		
	Comparable Bachelor degree AQF level	With highly relevant major field of study	Relevant employment duration
1	 +	 +	
Pre-qualification methodology does not apply to Group A occupations			

Applicants will not meet the required skill level if:

The information below describes the available pathways for a Skills Assessment under**Group A**. 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) Bachelor degree or higher degree and in a field highly relevant to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF 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.

Important Note - Health and Welfare Services Managers 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 Bachelor degree or higher degree. This includes qualifications assessed at AQF Bachelor, Master and Doctoral level.

Highly relevant major fields of study include:

- Social Welfare
- Health and Allied Health disciplines
- Health Administration
- Health Services Management

Degrees in Management or Business Administration may be considered on a case-by-case basis if the employment is assessed as highly relevant and at an appropriate skill level under this occupation.

Employment

Highly relevant tasks include, but are not limited to:

- Providing overall direction and management for the service, facility, organisation or centre.
- Developing, implementing and monitoring procedures, policies and standards for medical, nursing, allied health and administrative staff.
- Coordinating and administering health and welfare programs and clinical services.
- » Monitoring and evaluating resources devoted to health, welfare, recreation, housing, employment, training and other community facilities and centres.
- Controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services.
- Liaising with other health and welfare providers, boards and funding bodies to discuss areas of health and welfare service cooperation and coordination.
- Advising government bodies about measures to improve health and welfare services and facilities.
- Representing the organisation in negotiations, and at conventions, seminars, public hearings and forums.
- Controlling selection, training and supervision of staff.

Employment information

Health and Welfare Service Managers may work in health care and social assistance, public administration and safety, and administrative and support services.

- Director of Pharmacy - responsible for the delivery of all aspects of pharmacy services in both in-patient and out-patient settings.
- Director of Physiotherapy Services – plan, organise, direct, control and coordinate for the delivery .of all aspects of Physiotherapy services
- Director of Speech Pathology – plan, organise, direct, control and coordinate for the delivery of all aspects of Speech Pathology services.
- Manager of Allied Health Services - plan, organise, direct, control and coordinate for the delivery of all aspects of Allied Health services. Allied health practitioners are trained professionals who are not doctors, nurses or dentists.
- Disability Services Program Manager – plan, organise, direct, control and coordinate for the delivery of all aspects of disability services program.

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.