VETASSESS

Information sheet

# Education Managers nec

ANZSCO: 134499

Group A

### 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.

## Occupations considered suitable under this ANZSCO code:

- Polytechnic Registrar
- Project Coordinator (Education)
- TAFE Registrar
- University Registrar

## Occupations not considered under this ANZSCO code:

- Faculty Head including Dean (University) and Head Teacher (TAFE)
- Regional Education Manager, including School Administrator
- Education Reviewer
- Education Adviser
- School Principal

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

## Job description

Education Managers plan, organise, direct, control and coordinate educational policy, and provide advice and educational and administrative support to staff and students in educational institutions.

This occupation group covers Education Managers not elsewhere classified.

# Education 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 | | | |

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.

## Not Elsewhere Classified (nec)

Some occupations assessed by VETASSESS are listed as 'nec' which means 'not elsewhere classified'. If you are 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 your employment is highly relevant to another ANZSCO occupation, that period of employment cannot be assessed suitably against an 'nec' classification, regardless of whether the occupation is available for migration purposes or not. You should provide a cover letter that justifies the rationale for choosing an 'nec' category

## Qualification

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

Other fields of study may be accepted on a case-by-case basis if the subsequent employment is highly relevant.

Highly relevant major fields of study include:

- Education management
- Educational leadership and management
- Education

## Employment

Highly relevant tasks include, but are not limited to:

- Coordinating the educational, administrative and financial affairs of an educational institution or department within the institution.
- Researching, developing, implementing, reviewing and evaluating educational and administrative policy.
- Liaising between educational institutions, parents and the wider community.
- Providing advice on policy and procedures to staff and students.
- Consulting with academic and administrative staff to coordinate educational programs.
- Identifying and addressing present and future needs for student and staff development.
- Researching educational systems and monitoring and evaluating new developments.
- Researching and reporting on students' needs arising from curriculum implementation.
- Developing and delivering training programs for teachers.

## Employment information

Education managers may have an advisory role, preparing reports, information papers and submissions, or advise senior management or interdepartmental committees on education strategies and initiatives. They may also be involved in the management of educational systems at a regional, district or state level, and may have to manage financial and physical resources for education. Incumbents would be expected to hold relevant experience in education management before being appointed in their role.

Generally speaking, applicants should be able to demonstrate that their role:

- Is at a managerial level as described in ANZSCO.
- Requires managing and directing educational policy and practice.
- Is not classified elsewhere in ANZSCO.

Teaching roles with administrative duties will not be considered under this occupation.

## 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.

You should provide a cover letter that justifies your rationale for choosing an 'nec' category.