VETASSESS

Information sheet

Human Resource Adviser

ANZSCO: 223111 **Group B**

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

Human Resource Advisers provide staffing and human resources administration services in support of an organisation's human resource policies and programs.

Occupations considered suitable under this ANZSCO code:

- Human Resource Consultant
- Human Resource Officer
- Workforce Planning Analyst

Occupations not considered under this ANZSCO code:

- Recruitment Consultant
- Workplace Relations Adviser
- Human Resource Clerk

These occupations are classified elsewhere in ANZSCO.

Human Resource Adviser is a VETASSESS Group B occupation.

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

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

*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 five 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.

GROUP B	Criteria for a suitable Skills Assessment			
	Minimum comparable Bachelor or higher degree AQF level	With highly relevant major field of study	Additional highly relevant qualifications	Highly relevant employment duration
1	AQF +	+	N/A +	1 YEAR minimum
2	AQF +	No highly relevant major +	Minimum AQF Diploma level with highly relevant major +	2 YEARS minimum
3	AQF +	No highly relevant major +	No additional highly relevant qualifications +	3 YEARS minimum
Pre-qualification methodology can apply to Group B occupations				
	Highly relevant employment duration	With or without highly relevant major field of study	Additional highly relevant qualifications	Comparable Bachelor degree AQF level
4	5 YEARS minimum + 1 YEAR minimum (Within last 5 years) +	N/A +	N/A +	AQF

Description of Pathways

The information below describes the available pathways for a Skills Assessment under **Group B**. Please note that in order to achieve a suitable Skills Assessment Outcome, a positive 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.

Pathway 2

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 not highly relevant to the nominated occupation.

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

An additional qualification in a highly relevant field of study at a minimum AQF Diploma level is required. Additional qualifications in a highly relevant field of study include those comparable to the AQF Diploma or AQF Advanced Diploma or AQF Associate Degree or AQF Graduate Diploma.

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

- at least **two** 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.

For example, an applicant for the occupation Quality Assurance Manager completed a non-relevant AQF Bachelor qualification in April 2024 and later completed an AQF Diploma in Quality Management in May 2026. The applicant commenced employment with the organisation in May 2024 and remains employed there.

Under Pathway 2, the applicant satisfies the minimum educational requirement for a Group B occupation through the AQF Bachelor qualification. Accordingly, employment is counted from the completion date of the Bachelor qualification, meaning employment from May 2024 onwards may be considered toward both the required Qualifying Period (QP) and any remaining eligible period for the points test.

As the later Diploma qualification is highly relevant to the occupation, the applicant may access the reduced employment requirement applicable under Pathway 2. In this case, only two years of QP are required, and that employment may be counted from the post-Bachelor period rather than from the Diploma qualification completion date.

Pathway 3

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 not 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 **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) Bachelor degree or higher degree with or without a highly relevant major field of study 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 **six** 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.

Qualification

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

Highly relevant major fields of study include:

- Human Resource Management/Strategy
- Organisational Development/Psychology
- Change Management
- Workforce Analytics
- Diversity and Inclusion
- Employment Relations
- Learning and Development

Employment

Highly relevant tasks include, but are not limited to:

- Arranging for advertising of job vacancies, interviewing and testing of applicants, and selection of staff;
- Maintaining human resource records and associated human resource information systems;
- Providing advice and information to management on workplace relations policies and procedures, staff performance and disciplinary matters;
- Arranging the induction of staff and providing information on conditions of service, salaries and promotional opportunities;
- Providing generalist, frontline HR advice and support to managers and employees;
- Applying relevant legislation and policy frameworks to process routine enquiries through a range of channels.

Additional tasks may include:

- Determining, implementing, monitoring, reviewing and evaluating human resource management strategies, policies and plans to meet business needs;
- Advising and assisting others in applying sound recruitment and selection practices, and appropriate induction, training and development programs;
- Assisting with, or overseeing occupational health and safety, employee engagement, employee capability/development;
- Managing stakeholder relationships;
- Contributing to and/or coordinating HR projects.

Employment context

Common roles held by Human Resource Advisers (within a HR working context) include:

- HR Officer/HR Business Partner/HR Analyst/HR Generalist
- Compensation/Remuneration and Benefits Officer
- Staffing/Hiring Manager
- Organisational Development Officer/Employee Engagement/Workplace Relations Officer
- Diversity and Inclusion Officer
- Culture and Change Specialist

Human Resource Advisers may work for organisations that operate in any industry. In small organisations, they will usually be responsible for all areas of human resource management, but in larger organisations they may specialise in one particular area.

Those who focus their efforts in a single area are generally referred to as HR specialists, whereas those who are less focused and handle a number of areas and tasks simultaneously are referred to as HR generalists.

Human Resource Clerks, or similar roles which focus primarily on performing administrative and record-keeping duties, would not meet the skill level required for this occupation. Additionally, general/ operational management roles would be unlikely to be considered highly relevant without demonstration of a primary focus on performing human resource duties on behalf of an organisation.

Supporting material for assessment

Applicants nominating this occupation may submit an organisational chart as this may assist to clarify the focus and responsibility level of positions held, as well as the size of the organisation.

An organisational chart should include:

- The company letterhead,
- Your job position and those 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 organisational structure and the reasons why this information cannot be provided.

Professional Membership

Applicants may also provide evidence of the following certification:

- AHRI (Australia) **https://www.ahri.com.au/**
- CIPD (UK) **https://www.cipd.co.uk/**
- IHRP (Singapore) **http://ihrp.sg/**

Whilst HR certification from these professional bodies will not substitute for a formal qualification, attainment may be seen as a positive indicator.

Post-Assessment

After receiving a positive skills assessment from VETASSESS and having a skilled visa granted by the Department of Home Affairs, applicants looking to develop their HR career in Australia may consider HR professional membership.

The Australian HR Institute (AHRI) is the professional body for Human Resources and sets the industry standard for HR practitioners in Australia. They provide a wide range of HR opportunities including learning and development, education and networking across Australia. An AHRI membership may assist with professional fulfillment and career advancement. Additionally, they commend excellence in HR and diversity and inclusion practices through their highly regarded AHRI Awards.

For more information on their membership services, applicants can contact AHRI directly:

https://www.ahri.com.au/ahri-membership