VETASSESS

Information sheet

Policy and Planning Manager

ANZSCO: 132411 **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

Policy and Planning Managers plan, organise, direct, control and coordinate policy advice and strategic planning within an organisation.

Occupations considered suitable under this ANZSCO code:

- Public Policy Manager
- Corporate Planning Manager
- Strategic Planning Manager

Occupations not considered under this ANZSCO code:

- Policy Analyst
- Intelligence Officer
- Corporate Services Manager
- Human Resource Manager
- Finance Manager
- Research and Development Manager
- Customer Service Manager
- Management Consultant
- Specialist Manager nec
- Records Manager
- Regulatory Affairs Manager
- Quality Assurance Manager

These occupations are classified elsewhere in ANZSCO.

Policy and Planning Manager 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 +	AQF 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

If the field of study is highly relevant to the subsequent employment, other fields of study may be considered on a case-by-case basis.

Business Administration and Management degrees should include a focus on Corporate Planning, Strategic Planning and Policy Development, Corporate Strategy and /or Management. Majors in Economics, Accounting, Finance and Commerce would not usually be considered.

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

Highly relevant major fields of study include:

- Policy Studies
- Organisational Leadership (Business Management)

Employment

Highly relevant tasks include, but are not limited to:

- Developing, implementing and monitoring strategic plans, programs, policies, processes, systems and procedures to achieve goals, objectives and work standards;
- Developing, implementing, administering and participating in policy research and analysis;
- Coordinating the implementation of policies and practices;
- Establishing activity measures and measurements of accountability;
- Overseeing and participating in the development of policy documents and reports;
- Consulting with and providing expert advice to government officials and Board Members on policy, program and legislative issues;
- Representing the organization in negotiations, and at conventions, seminars, public hearings and forums convened to discuss policy issues.

Additional tasks may include:

- Developing policies, providing advice and information concerning areas of government and corporate policy and planning;
- Coordinating policy formulation and review, including evaluation of policy options;
- Overseeing implementation of organizational directives and policies;
- Providing briefings concerning policy and planning issues to Government Ministers or Board Members;
- Preparing discussion papers on policy and planning options;
- Drafting, or coordinating and supervising the drafting of, ministerial correspondence and requests for information or policy rulings.

Employment information

Policy and Planning Managers are employed by governments and other large organisations to direct the creation of new policies and strategic plans. They lead teams of people in creating and maintaining a cohesive set of policies that reflect the organisation's needs and practices. Policy and Planning Managers are strategic thinkers and draw on their extensive experience to craft influential policy.

1) Policy and Planning Managers in a government context

Policy and Planning in a government context plays a crucial role in shaping public policies that address public needs, ensuring legislative requirements, and driving long-term strategic planning (such as public programs, infrastructure, and services) and governance to align with government objectives.

2) Policy and Planning Managers in a business context

Policy and Planning in a business context are usually employed at a senior managerial level, overseeing a large number of direct reports in well-established companies. They lead the organisation's overall strategic planning effort. They consult with senior Managers to analyse past performance to shape the policy and planning framework of the organisation.

Supporting material for assessment

Applicants nominating this managerial occupation must submit an organizational chart. An organizational chart should include:

- The company letterhead,
- Your job position, and
- The job positions 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.