VETASSESS

Information sheet

# Company Secretary

ANZSCO: 221211

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

A Company Secretary plans, administers and reviews corporate compliance activities and effective practice concerning company board meetings and shareholdings, ensuring all business matters and transactions are managed and implemented as directed by the board.

## Occupations not considered under this ANZSCO code:

- Secretary (General)
- Legal Secretary
- Personal Assistant
- Corporate Treasurer

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

# Company Secretary 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.

| 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

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

Highly relevant major fields of study include:

- Corporate Governance
- Risk Management
- Public Administration
- Law and Business

## Employment

Highly relevant tasks include, but are not limited to:

- Arranging, giving notice of and attending meetings of directors and shareholders.
- Advising organisations' governing boards on matters concerning compliance with stock exchange listing rules, relevant legislation and corporation practice.
- Supervising organisations' share capital by preparing documents and share issues, and handling share transfers.

Additional tasks may include:

- Advising the board and its committees on governance matters.
- Monitoring to ensure that board and committee policy and procedures are followed.
- Coordinating the timely completion and despatch of board and committee papers.
- Ensuring that the business at board and committee meetings is accurately captured in the minutes.
- Helping to organise and facilitate the induction and professional development of directors.

## Employment Information

Based on the size and resources of a company, the Company Secretary can be considered the chief governance specialist within an organisation, and it is a role which is increasingly relied upon by the board to provide advice and implement good governance practices.

Company Secretaries may have legal responsibilities in addition to their work in support of the board. These will vary according to the specific needs of the organisation.

## 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.