VETASSESS

Information sheet

# Corporate Services Manager

**ANZSCO: 132111** **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 Corporate Services Manager plans, organises, directs, controls and coordinates the overall administration of an organisation.

## Occupations considered suitable under this ANZSCO code:

Alternative Titles:

- Administration Manager
- Business Services Manager

## Occupations not considered under this ANZSCO code:

- Corporate General Manager (ANZSCO Code 111211)
- Finance Manager (ANZSCO Code 132211)
- Policy and Planning Manager (ANZSCO Code 132411)
- Research and Development Manager (ANZSCO Code 132511)

These occupations are classified elsewhere in ANZSCO.

# Corporate Services 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.

| 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 occupation requires a qualification in any of these fields:

- Business Management – the study of planning and directing the activities of commercial enterprises and understanding the nature, operation and role of business, as well as the resolution of management and administrative problems;
- Organisation Management – the study of organisational structure and change.

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

## Employment

Highly relevant tasks include:

- Providing high level administrative, strategic planning and operational support, research and advice to senior management on administrative matters such as staff management, financial planning, facility management and information services;
- Developing and managing the organisation's administrative, financial, physical and staff resources;
- Developing and implementing administrative, financial and operational procedural statements and guidelines for use by staff in the organisation;
- Analysing complex resource management issues and initiatives that affect the organisation, and preparing associated reports, correspondence and submissions;
- Providing information and support for the preparation of financial reports and budgets;
- Leading, managing and developing administrative staff to ensure smooth business operations and the provision of accurate and timely information;
- Representing the organisation in negotiations, and at conventions, seminars, public hearings and forums, and promoting existing and new programs and policies.

## Employment information

Corporate Service Managers are usually employed in larger organisations with complex corporate structures. Corporate Service Managers require high level administrative, strategic planning and operational support skills to support senior management on administrative matters such as staff management, financial planning, facility management and information services.

General managers are classified elsewhere in ANZSCO and are not considered under this occupation. Roles with a focus on the management of general business operations or core business activities, rather than administrative support to the organisation, are also not considered relevant. Roles purely focused on finance management, ICT management, or HR management are classified elsewhere in ANZSCO.

## 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.