VETASSESS

Information sheet

Management Consultant

ANZSCO: 224713 | **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 Management Consultant assists organisations to achieve greater efficiency and solve organisational problems which exclude the deployment of quality systems and certification processes.

Alternative Title:

- Business Consultant

Occupations considered suitable under this ANZSCO code:

- Business Analyst

Occupations not considered under this ANZSCO code:

- Managers
- Management Accountant
- Taxation Accountant (Taxation Consultant)
- Financial Investment Advise
- Human Resource Adviser
- Recruitment Consultant
- Training and Development Professional
- Policy Analyst
- Organisation and Methods Analyst
- Information and Organisation Professionals nec
- Marketing Specialist (Marketing Consultant)
- Market Research Analyst
- Public Relations Professional (Public Relations Consultant)
- Agricultural Consultant
- Environmental Consultant
- ICT Business Analyst

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

Management Consultant 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	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

AQF Bachelor degree or higher degree*

Other fields of study may be considered highly relevant for a Full Skills Assessment if the employment is assessed as highly relevant and the field of study pertains to the applicant's area of consulting.

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

Highly relevant major fields of study include:

- Business Management
- Organisation Management

Employment Tasks

Highly relevant tasks include, but are not limited to:

- assisting and encouraging the development of objectives, strategies and plans aimed at achieving optimal customer experience and satisfaction and the effective use of organisations' resources and capabilities
- identifying business and organisational gaps and opportunities through application of continuous improvement and change methodologies
- analysing and evaluating current systems, capabilities and structures
- advising clients on recommendations based on analysis of current-state gaps to provide solutions to organisational problems
- preparing and recommending proposals to revise methods and procedures, alter work flows, redefine job functions and support organisational innovation and improvements
- assisting in implementing approved recommendations
- providing coaching and mentoring to individuals and teams to build specific capabilities

Additional tasks may include:

- Meeting with clients to introduce services and discuss consultancy objectives.
- Developing and deploying project management methodologies.
- Undertaking and reviewing work studies by analysing existing and proposed methods and procedures such as administrative and clerical procedures.
- Recording and analysing organisations' work flow charts, records, reports, manuals and job descriptions.
- Preparing and recommending proposals to revise methods and procedures, alter work flows, redefine job functions and resolve organisational problems.
- Assisting in implementing approved recommendations, issuing revised instructions and procedure manuals, and drafting other documentation.
- Reviewing operating procedures and advising of departures from procedures and standards.
- Managing client expectations.

While a variety of specialised roles within management consultancy may be accepted, applicants should be performing a role at the required skill level in terms of comparison to the tasks listed above. Further considerations also apply, as detailed below.

Employment Information

Consulting involves providing expert advice to people working in a particular field. Consultants are found in a wide variety of areas, including ICT, agriculture, recruitment, taxation, scientific research, environmental management, etc. Management consultants provide advice on management-related topics.

Management Consultants usually work as independent consultants or are employed by a management consulting firm providing professional expertise and advice relating to strategy, structure, management and operations to organisations with the aim of meeting the organisation's long-term purposes and objectives, for a consultancy fee. The consultancy process involves identifying and assessing a problem or analysing a specific area of an organisation, reporting on findings, and formulating and often implementing recommendations for improvement.

Determining the scope, purpose, methodology, and context of consulting engagements delivered is a key component of the assessment process. In determining whether a role involves sufficient consulting on management topics, consideration will also be given to the scope and breadth of advice provided and the impact of the issues addressed on the client organisations. The management topics and organisational problems advised upon typically relate to the ongoing planning, monitoring, analysis and assessment of how organisations can achieve strategic goals and objectives, broadly conceived. While advice may be provided on potential improvements to ongoing operational processes, management consultants are expected to demonstrate the capacity for strategic advice in their roles.

Roles without a clear consultancy basis, such as many managerial roles or those focusing on facilitating ongoing improvements to existing internal processes only, are not considered highly relevant.

Additional employment information

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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.

Applicants are also further encouraged to provide the following, if possible:

- Official Position Descriptions for all roles held
- Detailed website links for each of their employers, detailing:
- * Relevant department/unit at which they were employed, if links are available.
- *Relevant services provided.
- Website links for major external clients, if relevant.
- Any further online information of relevance to their work during the period.
- Reference letters from clients
- Samples of contracts if relevant to role performed
- Documents generated during the consultancy process, such as consultancy reports.
- Any other documents they believe relevant to their role.

(Applicants may redact any particularly sensitive information before submitting these documents).