VETASSESS

Information sheet

Organisation and Methods Analyst

ANZSCO: 224712 **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

An Organisation and Methods Analyst studies organisational structures, methods, systems and procedures.

Alternate Titles:

- Procedures Analyst

Occupations considered suitable under this ANZSCO code:

- Change Management Facilitator
- Industry Analyst
- Quality Auditor
- Skills Auditor

Occupations not considered under this ANZSCO code:

- ICT Business Analyst (ANZSCO Code 261111)
- Management Consultant (ANZSCO Code 224711)
- Human Resource Adviser (ANZSCO Code 223111)
- Recruitment Consultant (ANZSCO Code 223112)
- Training and Development Professional (ANZSCO Code 223311)
- Policy Analyst (ANZSCO Code 224412)
- Managers (ANZSCO Major Group 1)

These occupations are classified elsewhere in ANZSCO.

Organisation and Methods Analyst 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

AQF Bachelor degree or higher degree*

This occupation requires a qualification in any of the below 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.

Other fields of study may be considered 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 occupational specialisation.

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

Employment

Highly relevant tasks include:

- 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.

Employment information

Organisation and Methods Analysts are generally responsible for managing or facilitating an organisation's continuous process improvement initiatives to enhance the effectiveness of business processes and systems.

They may provide advice and recommendations on topics such as change management, process improvement and operational improvement based on analyses of current organisational structures, systems, processes and methods.

They may hold relevant industry Certifications such as Lean Six Sigma Certification, Certified Business Process Professional (CBPP®), Certified Change Management Professional™ (CCMP™), Certified Kaizen Facilitator (CKF)™, IRCA Certified QMS Auditor, SAFe® Certification.

Industry certifications may be regarded as supporting evidence; they cannot, however, be assessed towards meeting the formal qualification requirements of this occupation as they are not generally comparable to the Australian Qualifications Framework.

Supporting material for assessment

Applicants nominating this managerial occupation may submit an organisational chart. 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.

You should also provide details of any relevant training or professional development courses undertaken. These may be detailed in the Curriculum Vitae/Resume provided.