VETASSESS

Information sheet

Personal Assistant

ANZSCO: 521111 **Group C**

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

Personal Assistants perform liaison, coordination and organisational tasks in support of Managers and Professionals.

Occupations not considered under this ANZSCO code:

- Secretary (General) (ANZSCO Code 521211)
- Legal Secretary (ANZSCO Code 521212)
- Office Manager (ANZSCO Code 512111)
- Receptionists (ANZSCO Unit Group 5421)

These occupations are classified elsewhere in ANZSCO.

Personal Assistant is a VETASSESS Group C occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or higher.

GROUP C	Criteria for a positive Skills Assessment			
Post-qualification Pathways				
	Minimum comparable Diploma or higher 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 Certificate IV level with highly relevant major	1 YEAR minimum
3	AQF	No highly relevant major	No additional highly relevant qualifications	2 YEARS minimum
Pre-qualification Pathway				
	Highly Relevant employment duration			**Minimum comparable Diploma or higher AQF level**
4	3 YEARS minimum + 1 YEAR minimum (Within last 5 years)		With or without highly relevant major field of study	AQF

Description of Pathways

The information below describes the available pathways for a Skills Assessment under **Group C** . Please note that in order to achieve a successful Skills Assessment Outcome, a suitable 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) Diploma or higher and in a field highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or 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) Diploma or higher and in a field not highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

An additional qualification in a highly relevant field of study at a minimum AQF Certificate IV level is required. Additional qualifications in a highly relevant field of study include those comparable to the AQF Certificate IV.

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.

For example, an applicant for the occupation Program or Project Administrator completed a non-relevant AQF Diploma qualification in April 2024 and later completed an AQF Certificate IV in Project 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 C occupation through the AQF Diploma qualification. Accordingly, employment is counted from the completion date of the Diploma 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 Certificate IV qualification is highly relevant to the occupation, the applicant may access the reduced employment requirement applicable under Pathway 2. In this case, only one year of QP is required, and that employment may be counted from the post-Diploma period rather than from the Certificate IV qualification completion date.

Pathway 3

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field not highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

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.

Pathway 4

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher with or without a highly relevant major field of study to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **four** 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

Other disciplines which are relevant to the employment context may be considered on a case-by-case basis (if employment is highly relevant).

Highly relevant fields of study:

- Business Administration
- Management

Employment

Highly relevant tasks include:

- Liaising with other staff on matters relating to the organisation's operations;
- Researching and preparing reports, briefing notes, memoranda, correspondence and other routine documents;
- Maintaining confidential files and documents;
- Attending meetings and acting as secretary as required;
- Maintaining appointment diaries and making travel arrangements;
- Processing incoming and outgoing mail, filing correspondence and maintaining records;
- Screening telephone calls and answering inquiries;
- Taking and transcribing dictation of letters and other documents;
- May supervise other secretarial and clerical staff.

Employment information

Personal Assistants are also known as Executive Assistants. They may be employed directly or through companies that offer personal/executive assistant and secretarial services.

Supporting material for assessment

If you are nominating this occupation, you 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.