

Secretary (General)

ANZSCO: 521211

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

A Secretary (General) performs secretarial, clerical and other administrative tasks in support of Managers and Professionals.

Occupations not considered under this ANZSCO code:












- Personal Assistant (ANZSCO Code 521111)
- Legal Secretary (ANZSCO Code 521212)
- Office Manager (ANZSCO Code 512111)
- Receptionist (ANZSCO Unit Group 5421)
- Medical Secretary (ANZSCO Unit Group 5421)

These occupations are classified elsewhere in ANZSCO.

Secretary (General) 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.

Applicants can fulfil the assessment criteria for this occupation in one of four ways.

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		+		+	N/A	+	 1 YEAR minimum
2		+	No highly relevant major	+	 Minimum AQF Certificate IV level with highly relevant major	+	 1 YEAR minimum
3		+	No highly relevant major	+	No additional highly relevant qualifications	+	 2 YEARS minimum
Pre-qualification Pathway							
	Minimum comparable Diploma or higher AQF level*						Highly Relevant employment duration***
4		+	With or without highly relevant major field of study	+	 3 YEARS minimum	+	 1 YEAR minimum Within last 5 years

* AQF Diploma or higher includes:

- > AQF Diploma
- > AQF Advanced Diploma
- > AQF Associate Degree or
- > AQF Graduate Diploma

** Additional qualifications in a highly relevant field of study include those comparable to the following levels:

AQF Certificate IV
AQF Graduate Certificate

*** Highly relevant paid employment duration (20 hours or more per week)

Pathways 1-3

minimum years of post-qualification employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

Pathway 4

minimum 4 years of relevant employment at an appropriate skill level required – Three years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

Qualification

This includes qualifications assessed at AQF Diploma, Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master and Doctoral level.

Highly relevant major fields of study include:

- Business Administration
- Management
- Office Management

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
- Office Management

Employment

Highly relevant tasks include:

- Liaising with other staff to arrange meetings, and to gain and provide information;
- Preparing reports, briefing notes and correspondence, and proofreading work for typographical and grammatical errors;
- Maintaining appointment diaries and making travel arrangements;
- Processing incoming and outgoing mail, filing correspondence and maintaining;
- Answering telephone calls, responding to inquiries and redirecting callers;
- Taking and transcribing dictation of letters and other documents;
- Greeting visitors, ascertaining nature of business and directing visitors to appropriate persons;
- May implement management decisions and maintain records of meetings;
- May handle bookkeeping and petty cash functions.

Supporting material for assessment

Applicants nominating this 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.

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

