VETASSESS

Information sheet

Architectural Draftsperson

ANZSCO: 312111 **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

An Architectural Draftsperson completes architects' concepts by preparing drawings and plans, and liaising with builders and contractors.

Occupations considered suitable under this ANZSCO code:

- Architectural Associate
- Architectural Assistant

Specialisations include:

- Building Drafting Officer
- Building Designer (not covered in ANZSCO)

Occupations not considered under this ANZSCO code:

- Architect
- Civil Engineering Draftsperson
- Interior Designer
- Landscape Architect
- Architectural, Building and Surveying Technicians nec

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

Architectural Draftsperson 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 four different 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	AQF	+		+	N/A	+	1 YEAR minimum
2	AQF	+	No highly relevant major	+	AQF 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

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

Highly relevant field of study include:

- Architecture
- Building Design
- Architectural Drafting

Employment

Highly relevant tasks include, but are not limited to:

- Interpreting plans, regulations and codes of practice.
- Preparing preliminary sketches, working drawings and specifications.
- Preparing, editing and revising plans, maps, charts and drawings.

Additional tasks may include:

- Preparing a range of documentation packages such as Tender / Construction / As Built.
- Preparing schedules such as window/door and material finishes.
- Model making and/or 3D visualisations.
- Modelling, documenting and coordinating Building Information Modelling (BIM).
- Liaising with clients, builders, surveyors, engineers, other design specialists such as landscapers, suppliers, architects, building designers, government authorities, building surveyors/ certifiers.
- Contract administration including regular site visits and resolving technical queries during the construction phase.

Employment information

In order to be considered as an Architectural Draftsperson, applicants are required to demonstrate employment in a role that is primarily focused on the preparation of drawings and documentation for architectural design and building projects. Suitable project involvements can vary, and may be related to residential properties, multi-storey and high rise developments, commercial buildings or other building design works. As experience at an appropriate skill level for the nominated occupation should reflect the performance of drafting duties in support of senior architectural personnel, it is important to note that the occupation of Architectural Draftsperson differs to that of an Architect (ANZSCO Code 232111).

Categories of acceptable employment contexts include (but are not limited to):

- Architectural design consultancy
- 3D visualisation studios
- Construction companies
- Property development companies
- Architectural drafting companies
- Independent contractor / self-employed

Alternatively, experience undertaken in the context of multidisciplinary design businesses, construction entities or engineering consultancies may also be deemed suitable provided any tasks undertaken are performed in an appropriate department or division of the company.

Whilst the performance of some interior design work is appropriate for consideration when undertaken as an aspect of a broader architectural drafting role, please note that employment exclusively focused on interior design would not be considered highly relevant for assessment under this occupation as such tasks are elsewhere classified in ANZSCO. If your employment experience primarily relates to civil engineering, mechanical, electrical, plumbing, fire installation, drainage, petrochemical, structural or hydraulic drafting, such tasks are also considered elsewhere in ANZSCO and will therefore not be considered relevant to this occupation.

Please note that not all BIM related roles would be considered relevant under the nominated occupation of Architectural Draftsperson. Suitability of the employment will be determined by the technical and skill level involved in the applicant's role. BIM related employment that demonstrates high level managerial and strategic tasks with minimal focus on drafting will not be considered suitable. This type of employment may be better classified under another occupation on ANZSCO.

Supporting material for assessment

When applying for a Skills Assessment, please ensure you submit sufficient evidence supporting proof of identity, qualification and employment claims. A full list of the documents required can be found on the VETASSESS website under Eligibility Criteria.

To further support your employment claims, you must also provide supplementary documentation to demonstrate your performance of architectural drafting duties. A portfolio showing project documentation examples and project lists would be appropriate for this purpose. Please provide a link to your portfolio or upload samples of your design work, of no more than 5MB per sample in your online application submission.

If you are nominating this occupation, and you are selfemployed, you are required to provide the following:

- Evidence of self-employment such as sole trading or business registration details and / or official statements issued by your (registered) accountant and / or legal team. The statement from your accountant or solicitor must include the accountant's or solicitor's letterhead, your full name, how long you have been continuously selfemployed including official dates in each role, the nature of the business conducted, the signature and contact details of the accountant or solicitor.
- Statutory declaration listing your main duties during self-employment;
- Payment evidence showing regular income from self-employment, such as client invoices together with corresponding bank statements and / or official taxation records;
- Supplementary evidence, such as contracts with clients or suppliers, client testimonials, evidence of projects completed, etc.