VETASSESS

Information sheet

Maintenance Planner

ANZSCO: 312911 **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

Maintenance Planners develop maintenance planning strategies, and schedule, coordinate and monitor the maintenance of all plant equipment.

Occupations considered suitable under this ANZSCO code:

- Maintenance Scheduler
- Shutdown Coordinator
- Shutdown Planner

Occupations not considered under this ANZSCO code:

- ICT Support Technicians
- Aircraft Maintenance Engineers
- Ship's Engineer
- Building and Plumbing Labourers

These occupations are classified elsewhere in ANZSCO.

Maintenance Planner 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 must also have at least one year of highly relevant, post-qualification employment, at an appropriate skill level completed in the last five years.

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

Other closely related majors in Mechanical Engineering, Engineering Technology, Civil Construction Plant Operations or an area related to the Maintenance Planner's work context may be considered on a case-by-case basis.

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

Highly relevant field of study include:

- Maintenance Management

Employment

Highly relevant tasks include:

- Identifying reliability issues and working to implement solutions;
- Assisting with the development and maintenance of engineering standards;
- Maintaining a safe system of work in the workplace by complying fully with standards and policies and all relevant legislation requirements;
- Writing job plans, workflow processes and undertaking reviews and audits;
- Utilising the CMMS system for running reports, records management, tracking and general maintenance;
- Developing and implementing effective preventative maintenance and reliability systems to maximise plant efficiencies;
- Planning maintenance activities, such as preventative maintenance, schedules and maintenance shutdowns;
- Utilising and implementing continuous improvement processes with the aim of reducing plant downtime and increasing plant availability through effective processes;
- Spare parts procurement and inventory management;
- Ensuring accurate monitoring of project costs, work and scheduling;

- Providing leadership in the site maintenance planning processing.

Employment information

Maintenance Planners ensure that the machinery used in manufacturing, refining and processing plants is in the best possible working order by undertaking a range of maintenance inspections and scheduling maintenance processes.

Roles with a primary focus on diagnosing faults and performing repairing and operational maintenance of machines would not be considered relevant to the occupation of Maintenance Planner.

Supporting material for assessment

Applicants nominating this occupation are required to provide evidence in line with VETASSESS documentation requirements.

Applicants may also provide details of any relevant training or professional development courses undertaken, and licences/registrations held that relate to performing the role, if applicable. These may be detailed in the Curriculum Vitae/Resume provided.