VETASSESS

Information sheet

Contract Administrator

ANZSCO: 511111 | **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

Contract Administrators prepare, interpret, maintain, review and negotiate variations to contracts on behalf of an organisation.

Occupations considered suitable under this ANZSCO code:

Alternative titles:

- Contract Officer

Occupations not considered under this ANZSCO code:

- Program or Project Administrators
- Customer Service Officer
- Generalist management roles
- Office Managers

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

Contract Administrator 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 fulfill 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	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

Construction context (subsequent employment context must be relevant):

- Construction Management/Construction Economics
- Quantity Surveying
- Civil Engineering/Building relevant discipline which includes subjects on Contract Management/Law.

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

Highly relevant fields of study include:

Non-construction context:

- Law
- Business
- Project Management

Employment Tasks

Highly relevant tasks include, but are not limited to:

- Developing, reviewing and negotiating variations to contracts.
- Responding to inquiries and resolving problems concerning contracts.
- Managing paperwork associated with contracts.
- Contributing to negotiation of contract terms with internal and external partners.
- Renewing and updating existing contracts to maintain the integrity of contract information.
- Analyses potential risks involved with specific contract terms and advising management as required.
- Staying up-to-date with legislative changes and coordinating with the legal department, as directed by management.
- Interpreting and explaining contract requirements, and terms and conditions to stakeholders to support compliance with statutory and policy requirements and inform decision-making stakeholders.
- Establishing and maintaining stakeholder and supplier relationships to identify and minimise risk, and maximise the value from the contract.

Other tasks in a Construction context may include:

- Prepares monthly Progress Claims for the works carried out.
- Provides contractual related information to project manager, site engineers, quality engineers, safety advisors etc., and assists project manager with the preparation of contractual correspondence.
- Reviews and processes variation claims, EOTs (extension of time), progress claims and all other financial matters relating to the contract and makes recommendations to management.
- Ensures all correspondence and document registers are up-to-date.
- Contributes to detailed cost plans and budgets (Cost to Complete*), including preparation and interpretation of cash flow projections and profit/loss forecasts.

Employment Information

Employment Context

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

- Industrial or Commercial Firms
- Government Bodies
- Construction
- Engineering
- Design Firms
- Consulting Firms

Employment Information

Contract Administrator provides high-level coordination of contracts, with the main objective of managing variations to contracts.

In construction the key role of a Contract Administrator would include managing all paperwork associated with contracts, projects and services provided, resolving any queries or issues that may arise concerning these matters. They are usually the first point of contact between their company and external parties.

Applicants are required to demonstrate their ability to comprehend the risk associated with the contract terms and formulate contract terms in the best interest of parties involved. They should be the delegated authority for the organisation to represent and protect the risk/liability of the organisation they work in with respect to the terms of the contracts they are involved in.

Applicants who are involved with executing standardised contract templates - especially in a sales context - will not be considered highly relevant for this occupation.

Supporting material for assessment

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

If you are nominating this occupation, and you are self-employed, 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 self-employed 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, and evidence of projects completed.