VETASSESS

Information sheet

Accommodation and Hospitality Managers nec

ANZSCO: 141999 | **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

Accommodation and Hospitality Managers nec organise and control the operations of establishments which provide accommodation and hospitality services. This occupation group covers Accommodation and Hospitality Managers not elsewhere classified.

Occupations considered suitable under this ANZSCO code:

- Backpackers Manager
- Boarding House Manager
- Casino Duty Manager
- Guest House Manager
- Hostel Manager
- Reception Centre Manager
- Serviced Apartment Manager

Occupations not considered under this ANZSCO code:

- Hotel or Motel Manager
- Café or Restaurant Manager
- Front Office Manager
- Caravan Park and Camping Ground Manager
- Licensed Club Manager
- Bed and Breakfast Operator
- Retirement Village Manager

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

Accommodation and Hospitality Managers nec 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 have fulfilled at least one of the following four criteria (1–4):

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

Qualifications in Tourism without Hospitality Management subjects would not be accepted for this occupation.

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

Highly relevant major fields of study include:

- Hospitality Management
- Hotel Management

Employment

Highly relevant tasks include:

- Directing and overseeing reservation, reception, room service and housekeeping activities.
- Supervising security arrangements, and garden and property maintenance.
- Controlling the selection, training and supervision of staff.
- Ensuring compliance with occupational health and safety regulations.
- Assessing and reviewing customer satisfaction.
- Overseeing accounting and purchasing activities.
- May provide guests with local tourism information, and arrange tours and transportation.

Employment information

This occupation covers Accommodation and Hospitality Managers not elsewhere covered in ANZSCO. All establishments that provide accommodation and hospitality services and that are not classified elsewhere fall under this category. This includes establishments like serviced apartments. Serviced apartments are generally acceptable under the NEC category and may be considered under Hotel or Motel Manager providing that an applicant is able to demonstrate the key requirements for the occupation.

As this is a managerial role, applicants need to demonstrate oversight, control and organisation of an establishment which provides accommodation and hospitality services.

Roles involving staff management of just one department in a hotel setting may be better suited to ANZSCO 431411 Hotel Service Manager

Not Elsewhere Classified (nec)

Some occupations assessed by VETASSESS are listed as ‘nec’ which means ‘not elsewhere classified’.

If you are nominating one of these occupations, you must ensure that your qualifications and employment are highly relevant to one of the occupation titles given in the ANZSCO description for the particular occupation.

Other specific occupation titles which cannot be found elsewhere in ANZSCO will be considered on a case-by-case basis as long as they are relevant to the ‘nec’ codes. In order to be assessed against an ‘nec’ code, your occupation would generally be described as non-classified, yet specialised or related to its ANZSCO Unit Group description.

Your employment in these nominated occupations should not better match another ANZSCO code (whether assessed by VETASSESS or not). When considering whether to nominate an 'nec' occupation, you should consider the sub major group description and determine whether your skills best fit this category.

VETASSESS conducts a case-by-case assessment to determine whether the employment can be considered highly relevant to the classification. If your employment is highly relevant to another ANZSCO occupation, that period of employment cannot be assessed suitably against an 'nec' classification, regardless of whether the occupation is available for migration purposes or not.

You should provide a cover letter that justifies the rationale for choosing an 'nec' category.

Supporting material for assessment

Applicants nominating this managerial occupation must submit an organisational chart. An organisational chart should include:

- The company letterhead,
- Your job position,
- The job position of your superiors and subordinates, as well as,
- All positions reporting to your immediate supervisor and to your direct subordinates.

If you are unable to obtain an organisational chart from your employer, please provide a statutory declaration outlining the required information and the reasons why this information cannot be provided.