VETASSESS

Information sheet

Conference and Event Organiser

ANZSCO: 149311 | **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 Conference and Event Organiser organises and coordinates services for conferences, events, functions, banquets and seminars.

Occupations considered suitable under this ANZSCO code:

- Event Manager or Planner
- Exhibition Organiser
- Wedding Coordinator

Occupations not considered under this ANZSCO code:

- Marketing Specialist
- Public Relations Professional
- Food and Beverage Manager
- Personal Assistant
- Venue Sales Manager
- Event Sales Manager
- Venue Banquet Manager

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

Conference or Event Organiser 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	+	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

Bachelor degrees in Hospitality, Marketing, Media, Communications or Public Relations must have sufficient units in Events or Conference Management to be considered highly relevant.

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

Highly relevant major fields of study include:

- Event Management

Employment

Highly relevant tasks include:

- Promoting conferences, conventions and trade shows to potential customers.
- Responding to inquiries concerning services provided and costs for room and equipment hire, catering and related services.
- Meeting with clients to discuss their needs and outlining package options to meet these needs.
- Arranging and coordinating services, such as conference facilities, catering, signage, displays, audio-visual equipment, accommodation, transport and social events, for participants.
- Organising registration of participants.
- Negotiating the type and costs of services to be provided within budget.
- Overseeing work by contractors and reporting on variations to work orders.

Employment information

Event Management is an interdisciplinary industry, requiring skills in a broad range of areas such as Project Management, Budget Management, Marketing, Catering, Occupational Health and Safety and Communications. Event Managers may be responsible for budgeting, scheduling, site selection, logistics, security, catering and arranging speakers and décor.

Conference and Event Organisers can work in a variety of employment contexts, ranging from in-house event or marketing departments to specialised event management companies.

Event Management tasks can be performed at various levels, ranging from Event Assistant to Event Coordinator, Event Manager and Senior Event Manager. In line with ANZSCO, managerial duties are expected when nominating Conference and Event Organiser. This should involve some level of budget monitoring or budget management.

Supporting material for assessment

Applicants nominating this occupation are encouraged to provide evidence of events they have managed, including details of clients, key stakeholders, event duration and project scope.