

# Fleet Manager

ANZSCO: 149411

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

- Manager of Fleet Services
- Fleet Maintenance Manager

## Occupations considered suitable under this ANZSCO code:

- Manager of Fleet Services
- Fleet Maintenance Manager

## Occupations not considered under this ANZSCO code:

- Railway Station Manager
- Transport Company Manager
- Supply and Distribution Manager
- Logistics Manager

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

# Fleet Manager 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			N/A		1 YEAR minimum
2		No highly relevant major	 Minimum AQF Certificate IV level with highly relevant major		1 YEAR minimum
3		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			Within last 5 years	With or without highly relevant major field of study	

## 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.

### 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 major fields of study include:

- Fleet Control
- Transport Management
- Shipping and Logistics
- Freight Management
- Business Management

## Employment

Highly relevant tasks include, but are not limited to:

- Organising the purchase and maintenance of transport vehicles, equipment and fuel.
- Liaising with clients to determine requirements and providing customers with advice and information regarding vehicle type, purchase or hire rates and obligations and handling complaints.
- Receiving orders and bookings, and planning and implementing transportation schedules.
- Arranging collection and delivery of vehicles and goods.
- Maintaining business records and preparing operational statements and reports.
- Ensuring compliance with occupational health and safety regulations.

Additional tasks may include:

- Liaising with the rental agency manager.
- Organising the assemblage, maintenance and use of fleet vehicles.
- Managing contracts.

## Employment information

A Fleet Manager is the person in control of all aspects of a company's fleet. While the fleet commonly consists of road vehicles, it may also involve other vehicles such as aircraft and ships.

The role of Fleet Manager commonly focuses on the following areas:

- Procurement and maintenance of fleet vehicles.
- Registration, licensing and compliance.
- Driver management.
- Improving operational efficiency.
- Customer relationship management.
- Supplier management.

The Fleet Manager may use specific fleet management software to assist them with these tasks.

## 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 under Eligibility Criteria.

If you are nominating this managerial occupation, you must submit an organisational chart. This chart should include:

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

The chart should also indicate the department's location within the overall company structure.

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

