

Hotel Service Manager

ANZSCO: 431411

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 Hotel Service Manager supervises and coordinates the activities of hotel service workers.

Occupations considered suitable under this ANZSCO code:

- Hotel Service Supervisor
- Front Office Manager (Hotel)
- Head Housekeeper
- Head Porter (Hotel)
- Hotel Concierge
- Hotel Office Manager

Occupations not considered under this ANZSCO code:












- Hotel Service Worker
- Receptionist
- Guest Agent

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

Hotel Service 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				
	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 + 
2		+	No highly relevant major	+	 Minimum AQF Certificate IV level with highly relevant major + 
3		+	No highly relevant major	+	No additional highly relevant qualifications + 
Pre-qualification methodology can apply to Group C occupations					
	Highly relevant employment duration**		With or without highly relevant major field of study		Additional highly relevant qualifications* Minimum comparable Diploma or higher AQF level
4	 +  Within last 5 years	+	N/A	+	N/A + 

* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- > AQF Diploma
- > AQF Advanced Diploma
- > AQF Associate Degree or
- > AQF Graduate Diploma

** Highly relevant paid employment duration (20 hours or more per week)

1–3

minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

4

minimum 4 years of relevant employment required – three years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.

*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining three years of pre-qualifying period may be within the last ten years.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

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:

- determining work requirements and allocating duties to Commercial Housekeepers, Luggage Porters and Doorpersons.
- conferring with Managers to coordinate activities with other organisational units.
- maintaining attendance records and rosters.
- explaining and enforcing safety regulations.
- overseeing the work of the unit and suggesting improvements and changes.
- conferring with workers to resolve grievances.
- may perform front office and hotel reception duties.

Employment information

Applicants for this occupation need to work in a hotel and have supervisory duties for other staff members. Employment in other types of accommodation (e.g. Bed & Breakfast, Hostel, Boarding House) may not be accepted, as these establishments generally do not have the same elaborate organisational structure and services.

Supporting material for assessment

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

the company letterhead,

our 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.

