

# 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					
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	+	
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 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

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,
- 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.

