

# Sports Centre Manager

ANZSCO: 149113

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 Sports Centre Manager organises, controls and promotes the activities, facilities and resources of a sports centre.

## Occupations considered suitable under this ANZSCO code:

- Aquatic Centre Manager
- Golf Course Manager
- Indoor Sports Centre Manager
- Squash Centre Manager
- Stadium Manager

## Occupations not considered under this ANZSCO code:












- Fitness Centre Manager
- Sports Instructor

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

# Sports Centre 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

This includes qualifications assessed at:

- Sports Management
- Recreation Management
- Business Management
- Facilities and Operations Management.

Highly relevant major fields of study include:

Sports Management, Recreation Management, Business Management, and Facilities and Operations Management.

## Employment

Highly relevant tasks include, but are not limited to:

- Planning and organising the range and mix of sports programs to be offered by the centre.
- Organising publicity to promote facilities and attract clients.
- Scheduling games and competitions.
- Selecting, training and supervising staff.
- Ensuring facilities are properly maintained and conform to safety standards.
- May undertake coaching and training of clients.
- May plan and organise catering facilities.

## Employment information

Sports Centre Managers generally work in centres offering facilities and training in one or more types of sport. Their responsibilities usually cover the broad areas of marketing the facility and any special events, managing staff and dealing with the technical aspects of sports provision and health and safety. The manager is also accountable for the overall profitability of the centre.

Large centres may have a team of several managers who specialise in certain areas.

Gyms and centres exclusively offering fitness facilities are excluded from this occupation, as they are a better match with ANZSCO 149112 Fitness Centre Manager.

## 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.

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.

If you are a self-employed sports centre owner, you must provide employment evidence as outlined on our website under Eligibility Criteria.

