VETASSESS

Information sheet

Property Manager

ANZSCO: 612112 **Group D**

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 Property Manager supervises the leasing of rental properties on behalf of owners.

Occupations considered suitable under this ANZSCO code:

- Body Corporate Manager

Occupations not considered under this ANZSCO code:

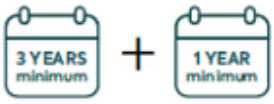
- Real Estate Agent
- Real Estate Representative
- Business Broker

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

Property Manager is a VETASSESS Group D occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Certificate III or IV or higher.

Applicants must have fulfilled at least one of the following four criteria (1–4):

GROUP D	Criteria for a suitable Skills Assessment				
	Post-qualification Pathways				
	Minimum comparable Certificate III or IV or higher AQF level		**With highly relevant major field of study**		**Highly relevant employment duration**
1	 Minimum AQF Certificate IV	+		+	
2	 Minimum AQF Certificate IV	+	No highly relevant major	+	
3	 Minimum AQF Certificate III	+		+	
	Pre-qualification Pathway				
	Highly Relevant employment duration				**Minimum comparable Certificate IV 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 D** . Please note that in order to achieve a suitable 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) Certificate IV or higher and in a field highly relevant to the nominated occupation.

Certificate IV or higher includes AQF Diploma, 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.

Please note: The qualification level requirement AQF Certificate IV or higher can be satisfied by one qualification, while the requirement for a highly relevant major can be met by a separate qualification at a minimum of AQF Certificate III level.

Pathway 2

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Certificate IV or higher and in a field not highly relevant to the nominated occupation.

Certificate IV or higher includes AQF Diploma, 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** 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.

Please note - This pathway applies where a qualification is assessed at AQF Certificate IV level or higher and is not highly relevant to the nominated occupation, or where no other relevant qualification at AQF Certificate III level is available for consideration.

Pathway 3

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Certificate III in a field highly relevant to the nominated occupation.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **three** 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) Certificate IV or higher with or without a highly relevant major field of study to the nominated occupation.

Certificate IV or higher includes AQF Diploma, 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

Highly relevant major fields of study include Real Estate and Property Management.

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

Employment

Highly relevant tasks include:

- collecting and holding rent monies from tenants, and remitting to owner on agreed basis.
- monitoring and addressing non-compliance with terms and conditions of tenancy and pursuing rental arrears.

Employment information

Property Managers act as intermediaries between tenants and property owners in rental agreements. They may work for a real estate agency with residential tenants, or they might be involved in commercial property management with shopfronts or large office/ retail complex leasing. They need to be familiar with laws and regulations surrounding property and have customer service skills to deal effectively with both property owners and tenants.

Property Managers are accountable for a multitude of leasing and administrative duties. They are responsible for showing prospective tenants through a property and assessing their suitability to become a tenant on behalf of the owner. When tenants have moved in, the Property Manager is responsible for collecting rent, carrying out regular inspections to ensure the property is being maintained, and organising any repairs on behalf of the owner.

Employment exclusively focussed on cleaning services would not be accepted under the Property Manager occupation.