



FINANCIAL INSTITUTION BRANCH MANAGER

(ANZSCO Code: 149914)

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, Skills and Employment.
- » 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 Financial Institution Branch Manager organises and controls the general operational activities of a branch of a bank, building society, credit union or similar financial institution.

Occupations considered suitable under this ANZSCO code:

- » Bank Manager
- » Credit Union Manager

Occupations not considered under this ANZSCO code:

- » Finance Managers
- » Accountants
- » Financial Brokers
- » Financial Dealers
- » Financial Investment Advisers and Managers
- » Bookkeepers
- » Financial and Insurance Clerks
- » Insurance Agents and Sales Representatives

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

Financial Institution Branch 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 can fulfil the assessment criteria for this occupation in four different ways.



Qualification and employment criteria

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	 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 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	 3 YEARS minimum +  1 YEAR minimum 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.



Qualification and employment criteria continued...

*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

AQF Diploma or higher qualification.*

Highly relevant major fields of study include:

- » Banking
- » Finance
- » Business and Commerce

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

Employment

Highly relevant tasks include, but are not limited to:

- » Organising and controlling the general operational activities of a branch of a bank, building society, credit union or similar financial institution
- » Observing laws and regulations
- » Controlling the training and supervision of staff.

Additional tasks may include

- » Enhancing branch profitability and market share
- » Ensuring compliance with regulatory and legal requirements
- » Implementing bank policies, procedures and regulations
- » Maintaining branch security
- » Ensuring customer service standards are met
- » Maintaining records of branch activities
- » Liaising with higher management as required.

Employment information

To be considered as a Financial Institution Branch Manager, the role must plan and control the entire operations of the branch. Roles that only oversee part of the branch's activities (such as customer service) will not meet the requirements.

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.

You should provide an official position description for your role, if available, as well as any relevant promotion or transfer letters. You should provide documentation that makes the scope of your role clear, and clearly shows the point at which you took overall control of the branch as manager.

While the VETASSESS Skills Assessment for migration purposes is distinct from an assessment for professional membership or registration purposes, you are advised to provide copies of relevant professional membership/licensing documents (including from overseas) if held.

You are also further encouraged to provide evidence of membership of or affiliation to industry or professional bodies; and copies of any relevant prizes, certificates or other forms of commendation.

You should also provide details of any relevant training or professional development courses undertaken. These may be detailed in the Curriculum Vitae/Resume provided.

