



# EDUCATION MANAGERS NEC

(ANZSCO Code: 134499)

Group A



### 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

Education Managers plan, organise, direct, control and coordinate educational policy, and provide advice and educational and administrative support to staff and students in educational institutions.

This occupation group covers Education Managers not elsewhere classified.

### Occupations considered suitable under this ANZSCO code:

- » Polytechnic Registrar
- » Project Coordinator (Education)
- » TAFE Registrar
- » University Registrar

### Occupations not considered suitable under this ANZSCO code:

- » Faculty Head including Dean (University) and Head Teacher (TAFE)
- » Regional Education Manager, including School Administrator
- » Education Reviewer
- » Education Adviser
- » School Principal

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

### Education Managers nec is a VETASSESS Group A occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree or higher, in a field highly relevant to the nominated occupation.

Applicants must also have at least one year of highly relevant, post-qualification employment, at an appropriate skill level completed in the last five years.

Applicants will not meet the required skill level if:




- » The qualification(s) are not at the required educational level
- » The qualification(s) are not in a highly relevant field of study
- » The employment has been completed prior to the completion of the qualification.

A positive assessment of both qualifications and employment is required for a positive Skills Assessment outcome.



## Qualification and employment criteria

Please refer to the diagram below for the assessment criteria.

GROUP A	Criteria for a positive Skills Assessment		
	Comparable Bachelor degree AQF level	With highly relevant major field of study	Relevant employment duration**
1			
Pre-qualification methodology does not apply to Group A occupations			

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

1

one year of post-qualification paid employment (20 hours or more per week) highly relevant to the nominated occupation, at an appropriate skill level in the last five years before the date of application for a Skills Assessment.

2

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.

## Not Elsewhere Classified (nec)

Some occupations assessed by VETASSESS are listed as 'nec' which means 'not elsewhere classified'. If you are nominating one of these occupations, you must ensure that your qualifications and employment are highly relevant to one of the occupation titles given in the ANZSCO description for the particular occupation. Other specific occupation titles which cannot be found elsewhere in ANZSCO will be considered on a case-by-case basis as long as they are relevant to the 'nec' codes. In order to be assessed against an 'nec' code, your occupation would generally be described as non-classified, yet specialised or related to its ANZSCO Unit Group description.

Your employment in these nominated occupations should not better match another ANZSCO code (whether assessed by VETASSESS or not). When considering whether to nominate an 'nec' occupation, you should consider the sub major group description and determine whether your skills best fit this category.

VETASSESS conducts a case-by-case assessment to determine whether the employment can be considered highly relevant to the classification.

If your employment is highly relevant to another ANZSCO occupation, that period of employment cannot be assessed suitably against an 'nec' classification, regardless of whether the occupation is available for migration purposes or not. You should provide a cover letter that justifies the rationale for choosing an 'nec' category.

## Qualification

AQF Bachelor degree or higher degree. This includes qualifications assessed at AQF Bachelor, Master and Doctoral level

Highly relevant major fields of study include:

- » Education management
- » Educational leadership and management
- » Education

Other fields of study may be accepted on a case-by-case basis if the subsequent employment is highly relevant.



## Employment

Highly relevant tasks include, but are not limited to:

- » Coordinating the educational, administrative and financial affairs of an educational institution or department within the institution
- » Researching, developing, implementing, reviewing and evaluating educational and administrative policy
- » Liaising between educational institutions, parents and the wider community
- » Providing advice on policy and procedures to staff and students
- » Consulting with academic and administrative staff to coordinate educational programs
- » Identifying and addressing present and future needs for student and staff development
- » Researching educational systems and monitoring and evaluating new developments
- » Researching and reporting on students' needs arising from curriculum implementation
- » Developing and delivering training programs for teachers.

## Employment information

Education managers may have an advisory role, preparing reports, information papers and submissions, or advise senior management or interdepartmental committees on education strategies and initiatives. They may also be involved in the management of educational systems at a regional, district or state level, and may have to manage financial and physical resources for education. Incumbents would be expected to hold relevant experience in education management before being appointed in their role.

Generally speaking, applicants should be able to demonstrate that their role:

- » Is at a managerial level as described in ANZSCO
- » Requires managing and directing educational policy and practice
- » Is not classified elsewhere in ANZSCO.

Teaching roles with administrative duties will not be considered under this occupation.

## 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 a cover letter that justifies your rationale for choosing an 'nec' category.

