

Information sheet

Accommodation and Hospitality Managers NEC

ANZSCO: 141999

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 Employment and Workplace Relations.
- › 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

Accommodation and Hospitality Managers nec organise and control the operations of establishments which provide accommodation and hospitality services. This occupation group covers Accommodation and Hospitality Managers not elsewhere classified.

Occupations considered suitable under this ANZSCO code:

- › Backpackers Manager
- › Boarding House Manager
- › Casino Duty Manager
- › Guest House Manager
- › Hostel Manager
- › Reception Centre Manager
- › Serviced Apartment Manager

Occupations not considered under this ANZSCO code:

- › Hotel or Motel Manager
- › Café or Restaurant Manager
- › Front Office Manager
- › Caravan Park and Camping Ground Manager
- › Licensed Club Manager
- › Bed and Breakfast Operator
- › Retirement Village Manager

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

Not Elsewhere Classified (nec)

Some occupations assessed by VETASSESS are listed as 'nec' which means 'not elsewhere classified'. If 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 an applicant's employment is highly relevant to another ANZSCO occupation, the same period of employment cannot be assessed suitably against an 'nec' classification, regardless of whether the occupation is available for migration purposes or not.

Applicants should provide a cover letter that justifies the rationale for choosing an 'nec' category.












Accommodation and Hospitality Managers nec 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	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**			
C							
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.

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 **Hospitality Management** and **Hotel Management**.

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.

Employment

Highly relevant tasks include:

- › directing and overseeing reservation, reception, room service and housekeeping activities
- › supervising security arrangements, and garden and property maintenance
- › controlling the selection, training and supervision of staff
- › ensuring compliance with occupational health and safety regulations
- › assessing and reviewing customer satisfaction
- › overseeing accounting and purchasing activities
- › may provide guests with local tourism information, and arrange tours and transportation

Employment information

This occupation covers Accommodation and Hospitality Managers not elsewhere covered in ANZSCO. All establishments that provide accommodation and hospitality services and that are not classified elsewhere fall under this category. This includes establishments like serviced apartments. Serviced apartments are generally acceptable under the NEC category and may be considered under Hotel or Motel Manager providing that an applicant is able to demonstrate the key requirements for the occupation.

As this is a managerial role, applicants need to demonstrate oversight, control and organisation of an establishment which provides accommodation and hospitality services.

Roles involving staff management of just one department in a hotel setting may be better suited to ANZSCO 431411 Hotel Service Manager.

Supporting material for assessment

Applicants nominating this managerial occupation must submit an organisational chart. An organisational chart should include the company letterhead, the applicant's job position and those of their superiors and subordinates as well as all positions reporting to their immediate supervisor and to the applicant's direct subordinates. It should also indicate the department's location within the overall company structure.

If an applicant is unable to obtain an organisational chart from their employer, they must provide a statutory declaration outlining the required information and the reasons why this information cannot be provided.



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