

Information sheet

Practice Managers nec

ANZSCO: 512299

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

Practice Managers organise and control the functions and resources of professional practices such as administrative systems and practice personnel. This occupation group covers Practice Managers not elsewhere classified.

Occupations considered suitable under his ANZSCO code:

- Accounting Practice Manager
- Architectural Practice Manager
- Legal Practice Manager
- Veterinary Practice Manager












Practice 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 C		Criteria for a positive Skills Assessment					
Post-qualification Pathways							
	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 Pathway							
	Highly Relevant employment duration***				Minimum comparable Diploma or higher AQF level*		
4		+	 Within last 5 years	+	With or without highly relevant major field of study	+	

* AQF Diploma or higher includes:

AQF Advanced Diploma
AQF Associate Degree
AQF Bachelor Degree
AQF Graduate Diploma
AQF Master Degree
AQF Doctoral Degree

** Additional qualifications in a highly relevant field of study include those comparable to the following levels:

AQF Certificate IV
AQF Graduate Certificate

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

Pathways 1–3

minimum years of post-qualification 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.

Pathway 4

minimum 4 years of relevant employment at an appropriate skill level 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.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

Qualification

AQF Diploma or higher qualification. This includes qualifications assessed at AQF Diploma, Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master and Doctoral level.

Highly relevant major fields of study include:

- › Office Management is the study of the coordination and management of office systems and personnel.

Employment Tasks

Highly relevant tasks include, but are not limited to:

- › Contributing to the planning and review of office services, and setting priorities and office service standards
- › Allocating human resources, space and equipment
- › Assigning work to and monitoring work performance of staff
- › Managing records and accounts of the practice
- › Liaising with Professionals to coordinate practice business and to facilitate resolution of problems
- › Ensuring office equipment and supplies are maintained
- › Ensuring compliance with occupational health and safety regulations
- › Ensuring work complies with relevant government legislation, policies and procedures
- › Coordinating personnel activities such as hiring, promotions, performance management, payroll, training and supervision

Additional tasks may include:

- › Develops and maintains recording and information systems
- › Oversees and controls office functions
- › Arranges office accommodation
- › Liaises with other departments in the organisation
- › Ensures compliance with occupational health and safety
- › Trains, supervises and coordinates staff
- › May deal with enquiries from outside the organisation, particularly complaints
- › May deal with salary, termination and other employment matters.

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 nonclassified, 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.



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