

## Information sheet



# PERSONAL ASSISTANT

(ANZSCO Code: 521111)

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

Personal Assistants perform liaison, coordination and organisational tasks in support of Managers and Professionals.

### Occupations not considered under this ANZSCO code include, but are not limited to:

- » Secretary (General) (ANZSCO Code 521211)
- » Legal Secretary (ANZSCO Code 521212)
- » Office Manager (ANZSCO Code 512111)
- » Receptionists (ANZSCO Unit Group 5421)

These occupations are classified elsewhere in ANZSCO.

### Secretary (General) 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.














Quality  
ISO 9001

SAI GLOBAL

Infosheet: Personal Assistant  
ANZSCO Code: 521111 Date Created: February 2021

## 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	+	
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.

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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 fields of study:

- » Business Administration

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- » Management

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Other disciplines which are relevant to the employment context may be considered on a case-by-case basis (if employment is highly relevant)

### Employment

Highly relevant tasks include:

- » Liaising with other staff on matters relating to the organisation's operations;

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- » Researching and preparing reports, briefing notes, memoranda, correspondence and other routine documents;

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- » Maintaining confidential files and documents;

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- » Attending meetings and acting as secretary as required;

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- » Maintaining appointment diaries and making travel arrangements;

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- » Processing incoming and outgoing mail, filing correspondence and maintaining records;

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- » Screening telephone calls and answering inquiries;

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- » Taking and transcribing dictation of letters and other documents;

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- » May supervise other secretarial and clerical staff.

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## Employment information

Personal Assistants are also known as Executive Assistants. They may be employed directly or through companies that offer personal/executive assistant and secretarial services.

### Supporting material for assessment

If you are nominating this occupation, you may submit an organisational chart. An organisational chart should include the company letterhead, your job position and those of your superiors and subordinates as well as all positions reporting to your immediate supervisor and to your direct subordinates.

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

