



POLICY AND PLANNING MANAGER

(ANZSCO Code: 132411)

Group B



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

Policy and Planning Managers plan, organise, direct, control and coordinate policy advice and strategic planning within an organisation.

Occupations considered suitable under this ANZSCO code:

- » Public Policy Manager
- » Corporate Planning Manager
- » Strategic Planning Manager

Occupations not considered under this ANZSCO code:

- » Policy Analyst
- » Intelligence Officer
- » Corporate Services Manager
- » Human Resource Manager
- » Finance Manager
- » Research and Development Manager
- » Customer Service Manager

These occupations are classified elsewhere in ANZSCO.

Policy and Planning Manager is a VETASSESS Group B occupation.












This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree 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 B	Criteria for a positive Skills Assessment								
	Minimum comparable Bachelor or higher degree 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 Diploma level with highly relevant major	+			
3		+	No highly relevant major	+	No additional highly relevant qualifications	+			
Pre-qualification methodology can apply to Group B occupations									
	Highly relevant employment duration**		With or without highly relevant major field of study		Additional highly relevant qualifications*		Comparable Bachelor degree AQF level		
4		+		+	N/A	+	N/A	+	
	Within last 5 years								

* 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

*** Bachelor degree or higher degree includes:

- AQF Master Degree or
- AQF Doctoral Degree

** 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 6 years of relevant employment required – five 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 five 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 Bachelor degree or higher degree*

Highly relevant major fields of study include:

- » Policy Studies
- » Organisational Leadership (Business Management)

Other fields of study related to any of the specialisations (Corporate Planning, Strategic Planning and Policy Development) may include qualifications in the area of Business, or in specialised fields that are related to the policy they are advising on. This would apply when assessing employment as well.

Business Administration and Management degrees should include a focus on Corporate Strategy and/or Management. Majors in Economics, Accounting, Finance and Commerce would not usually be considered.

*This includes qualifications assessed at AQF Bachelor, Master and Doctoral level.

Employment

Highly relevant tasks include, but are not limited to:

- » Developing, implementing and monitoring strategic plans, programs, policies, processes, systems and procedures to achieve goals, objectives and work standards;
- » Developing, implementing, administering and participating in policy research and analysis;
- » Coordinating the implementation of policies and practices;
- » Establishing activity measures and measurements of accountability;

- » Overseeing and participating in the development of policy documents and reports;
- » Consulting with and providing expert advice to government officials and Board Members on policy, program and legislative issues;
- » Representing the organisation in negotiations, and at conventions, seminars, public hearings and forums convened to discuss policy issues.

Additional tasks may include:

- » Developing policies, providing advice and information concerning areas of government and corporate policy and planning;
- » Coordinating policy formulation and review, including evaluation of policy options;
- » Overseeing implementation of organisational directives and policies;
- » Providing briefings concerning policy and planning issues to Government Ministers or Board Members;
- » Preparing discussion papers on policy and planning options;
- » Drafting, or coordinating and supervising the drafting of, ministerial correspondence and requests for information or policy rulings.

Employment information

Policy and Planning Managers are employed by governments and other large organisations to direct the creation of new policies and strategic plans. They lead teams of people in creating and maintaining a cohesive set of policies that reflect the organisation's needs and practices. Policy and Planning Managers are strategic thinkers and draw on their extensive experience to craft influential policy.

Policy and Planning Managers in a business context:

Normally this type of employment is in well-established companies at a senior managerial level. For example, Strategic Planning Managers lead their organisation's overall strategic planning effort. They consult with senior Managers to analyse past performance and determine the organisation's best way forward, such as in the management of mergers and acquisitions and the direction of the company's research and development.



Policy and Planning Managers in a business context continued...

They must be able to conduct forecasting, helping senior leaders determine the best opportunities for growth within the business.

Strategic Planning Managers usually require many years of business experience, as well as strong interpersonal skills as they interact regularly with customers, suppliers, company executives, Engineers, business professionals, law professionals, and potential partner companies. Experience in marketing and sales may be preferred.

Strategic Planning Managers usually have a large number of direct reports, providing guidance and leadership to these employees.

Supporting material for assessment

Applicants nominating this managerial occupation must submit an organisational chart. An organisational chart should include:

- » The company letterhead,

- » Your job position, and

- » The job positions of your superiors and subordinates, as well as,

- » All positions reporting to your immediate supervisor and to your direct subordinates.

If you are unable to obtain an organisational chart from your employer, please provide a statutory declaration outlining the required information and the reasons why this information cannot be provided.

