

Information sheet



QUALITY ASSURANCE MANAGER

(ANZSCO Code: 139914)

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

Quality Assurance Managers plan, organise, direct, control and coordinate the deployment of quality systems and certification processes within an organisation.

Alternative titles:

- » Quality Facilitator

Quality Assurance 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 degree.

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.



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	+  1 YEAR minimum
2	 +	No highly relevant major	+  Minimum AQF Diploma level with highly relevant major	+  2 YEARS minimum
3	 +	No highly relevant major	+ No additional highly relevant qualifications	+  3 YEARS minimum
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	 +  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

*** 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.



Quality
ISO 9001

Infosheet: Quality Assurance Manager

SAI GLOBAL ANZSCO Code: 139914 Date Created: March 2021

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 qualifications and employment is required for a positive Skills Assessment Outcome.

Qualification

AQF Bachelor degree or higher degree*

Highly relevant major fields of study include **Quality Study** and **Quality Management**.

Major fields of study which match the employment context but do not contain any specific subjects in QA, may be accepted provided that the employment is highly relevant and assessed positively.

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

Employment

Highly relevant tasks include:

- » Planning, coordinating and participating in system reviews and quality audits, and assisting staff in identifying potential improvements to systems, processes and work flows
- » Guiding organisations through the deployment of quality systems and certification processes
- » Assisting and encouraging the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of an organisation's resources
- » Assisting in the identification of formal standards and regulatory codes appropriate to the organisation's needs
- » Assisting with the documentation of processes and operating procedures
- » Liaising with suppliers within manufacturing environments to assist them in supplying goods to particular specifications

- » Liaising with customers to monitor perceptions regarding the organisation's quality and timeliness
- » Assisting in the implementation of statistical methodologies and quality tools to monitor and control quality
- » Providing input into reports on the effectiveness and suitability of the management system
- » Advising on and may deliver training relating to quality programs and objectives

Employment information

Quality Assurance Managers help organisations develop and maintain quality systems. They put organisational policies and procedures in place and work to continuously improve their organisation's quality standards. They hold a managerial role, overseeing the quality assurance department with tasks covering an organisational-wide scope.

Roles that are not considered to be at the managerial level or hold significant authority over the development of quality systems and standards would not be considered at the required level.

Employment information

Applicants nominating this occupation are required to provide evidence that meets VETASSESS documentation requirements (see [List of Required Documents](#)).

Applicants nominating this managerial occupation must submit an organisational chart. This 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.

