

Information sheet



COMPANY SECRETARY

(ANZSCO Code: 221211)

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

A Company Secretary plans, administers and reviews corporate compliance activities and effective practice concerning company board meetings and shareholdings, ensuring all business matters and transactions are managed and implemented as directed by the board.

Occupations not considered under this ANZSCO code:

- » Secretary (General)
- » Legal Secretary
- » Personal Assistant
- » Corporate Treasurer

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

Company Secretary 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.














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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	 5 YEARS minimum +  1 YEAR minimum 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.



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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:

- » Corporate Governance
- » Risk Management
- » Public Administration
- » Law and Business

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

Employment

Highly relevant tasks include, but are not limited to:

- » Arranging, giving notice of and attending meetings of directors and shareholders
- » Advising organisations' governing boards on matters concerning compliance with stock exchange listing rules, relevant legislation and corporation practice
- » Supervising organisations' share capital by preparing documents and share issues, and handling share transfers.

Additional tasks may include:

- » Advising the board and its committees on governance matters
- » Monitoring to ensure that board and committee policy and procedures are followed
- » Coordinating the timely completion and despatch of board and committee papers

- » Ensuring that the business at board and committee meetings is accurately captured in the minutes
- » Helping to organise and facilitate the induction and professional development of directors.

Employment Information

Based on the size and resources of a company, the Company Secretary can be considered the chief governance specialist within an organisation, and it is a role which is increasingly relied upon by the board to provide advice and implement good governance practices.

Company Secretaries may have legal responsibilities in addition to their work in support of the board. These will vary according to the specific needs of the organisation.

Supporting material for assessment

When applying for a Skills Assessment, please ensure you submit sufficient evidence supporting proof of identity, qualification and employment claims. A full list of the documents required can be found on the VETASSESS website under Eligibility Criteria.

If you are nominating this occupation, you must submit an organisational chart. This chart should include:

- » The company letterhead
- » Your job position
- » The job positions of your superiors and subordinates as well as all positions reporting to your immediate supervisor and your direct subordinates.

The chart should also indicate the department's location within the overall company structure.

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

While the VETASSESS Skills Assessment for migration purposes is distinct from an assessment for professional membership or registration purposes, you are advised to provide copies of relevant professional membership/licensing documents (including from overseas) if held.

You are also encouraged to provide evidence of membership of, or affiliation to, industry or professional bodies, and copies of any relevant prizes, certificates or other forms of commendation.

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

