



INFORMATION AND ORGANISATION PROFESSIONALS NEC

(ANZSCO Code: 224999)



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

Information and Organisation Professionals support organisations, government, individuals and the community by analysing, organising and managing information and data, and by providing advice on policy, business and organisational methods.

This occupation group includes Information and Organisation Professionals not elsewhere classified.

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

- » Electoral Officer
- » Knowledge Manager
- » Lobbyist
- » Museum Registrar
- » Procurement Specialist
- » Information Management Co-ordinator
- » Sales Analyst

Occupations not considered under this ANZSCO code:

- » Organisation and Methods Analyst (ANZSCO Code 224712)
- » Management Consultant (ANZSCO Code 224711)
- » ICT Business Analyst (ANZSCO Code 261111)
- » Policy Analyst (ANZSCO Code 224412)
- » Purchasing Officer (ANZSCO Code 591113)
- » Supply and Distribution Manager (ANZSCO Code 133611)
- » Internal Auditor (ANZSCO Code 221214)
- » Electorate Officer (ANZSCO Code 224911)
- » Liaison Officer (ANZSCO Code 224912)
- » Migration Agent/Immigration Consultant (ANZSCO Code 224913)
- » Patents Examiner (ANZSCO Code 224914)

These occupations are classified elsewhere in ANZSCO.



Not Elsewhere Classified (nec)

Some occupations assessed by VETASSESS are listed as 'nec' which means 'not elsewhere classified'. If 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 non-classified, 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 ANZSCO 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 an applicant's employment is highly relevant to another ANZSCO occupation, the same period of employment cannot be assessed suitably against an 'nec' classification, regardless of whether the occupation is available for migration purposes or not.

Applicants should provide a cover letter that justifies the rationale for choosing an 'nec' category.

Information and Organisation Professionals nec 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*

This occupation requires a qualification in:

- » Business Administration

- » Management

- » Commerce (with business administration focus)

- » Information Management

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

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

Employment

Highly relevant tasks include:

- » analysing, organising and managing information and data;

- » providing advice on policy, business and organisational methods.

IMPORTANT NOTE: Employment information

Nomination of the 'not elsewhere classified' (nec) code requires applicants to hold qualifications and employment which do not better fit under any other ANZSCO code.

Generally speaking, professionals (other than Internal Auditors) working in the areas of Compliance, Internal Control and Risk Management may be considered against this occupation.

The occupation of Procurement Specialist is distinct from other related occupations classified in ANZSCO, such as Procurement Manager, Supply and Distribution Managers, and Supply and Logistics Clerk roles such as Production Clerk, Purchasing Officer, Stock Clerk, Warehouse Administrator and Order Clerk.

One of the listed occupations under this group, Electoral Officer, is not to be confused with 224911 Electorate Officer, which is a separate occupation listed in ANZSCO. An Electorate Officer manages the local office of a member of parliament, while an Electoral Officer would normally be employed by an Electoral Commission to oversee elections.

Supporting material for assessment

Applicants should provide a cover letter that justifies the rationale for choosing an 'nec' category.

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.

