

## Information sheet



# FLEET MANAGER

(ANZSCO Code: 149411)

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

A Fleet Manager organises and controls the buying and selling of vehicles for rental agencies and coordinates the leasing of vehicles.

### Occupations considered suitable under this ANZSCO code:

- » Manager of Fleet Services
- » Fleet Maintenance Manager

### Occupations not considered under this ANZSCO code:

- » Railway Station Manager
- » Transport Company Manager
- » Supply and Distribution Manager
- » Logistics Manager

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

### Fleet Manager 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.



## 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	 1 YEAR minimum
2	 +	No highly relevant major	 Minimum AQF Certificate IV level with highly relevant major	 1 YEAR minimum
3	 +	No highly relevant major	No additional highly relevant qualifications	 2 YEARS minimum
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.

### 4

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. This includes qualifications assessed at AQF Advanced Diploma, Associate Degree, Bachelor, Master and Doctoral level.

Highly relevant major fields of study include:

- » Fleet Control
- » Transport Management
- » Shipping and Logistics
- » Freight Management
- » Business Management

### Employment

Highly relevant tasks include, but are not limited to:

- » Organising the purchase and maintenance of transport vehicles, equipment and fuel
- » Liaising with clients to determine requirements and providing customers with advice and information regarding vehicle type, purchase or hire rates and obligations and handling complaints
- » Receiving orders and bookings, and planning and implementing transportation schedules
- » Arranging collection and delivery of vehicles and goods
- » Maintaining business records and preparing operational statements and reports
- » Ensuring compliance with occupational health and safety regulations.

### Additional tasks may include:

- » Liaising with the rental agency manager
- » Organising the assemblage, maintenance and use of fleet vehicles
- » Managing contracts

### Employment information

A Fleet Manager is the person in control of all aspects of a company's fleet. While the fleet commonly consists of road vehicles, it may also involve other vehicles such as aircraft and ships.

The role of Fleet Manager commonly focuses on the following areas:

- » Procurement and maintenance of fleet vehicles
- » Registration, licensing and compliance
- » Driver management
- » Improving operational efficiency
- » Customer relationship management
- » Supplier management

The Fleet Manager may use specific fleet management software to assist them with these tasks.

### Supporting material for assessment

When applying for a Skills Assessment, please ensure you submit sufficient evidence supporting your 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 managerial 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.

