



HOSPITALITY, RETAIL AND SERVICE MANAGERS NEC

(ANZSCO Code: 149999)

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

Hospitality, Retail and Service Managers organise and control the operations of establishments that provide accommodation, hospitality, retail and other services. This occupation group covers Hospitality, Retail and Service Managers not elsewhere classified in ANZSCO.

Occupations considered suitable under this ANZSCO code:

- » Abattoir Manager
- » Brothel Keeper
- » Laundromat Operator
- » Marina Manager
- » Taxi Proprietor

Occupations not considered under this ANZSCO code:

- » Accommodation and Hospitality Manager (ANZSCO Minor Group 141)
- » Retail Manager (ANZSCO Minor Group 142)
- » Amusement, Fitness and Sports Centre Manager
- » Conference and Event Organiser
- » Customer Service Manager
- » Transport Services Manager

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

Hospitality, Retail and Service Managers nec 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.



Not Elsewhere Classified (nec)

Some occupations assessed by VETASSESS are listed as 'nec' which means 'not elsewhere classified'. If you are 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 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 your employment is highly relevant to another ANZSCO occupation, that period of employment cannot be assessed suitably against an 'nec' classification, regardless of whether the occupation is available for migration purposes or not. You should provide a cover letter that justifies the rationale for choosing an 'nec' category.

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:

- » Business Management

- » Retail Management

- » Hospitality Management.

Other majors relevant to your employment may also be considered highly relevant, if the employment is assessed positively.

Employment

Highly relevant tasks include, but are not limited to:

- » Planning and organising the range and mix of products, stock levels and service standards

- » Promoting and selling goods and services

- » Observing liquor, gaming, health and other laws and regulations

- » Developing and reviewing policies, programs and procedures concerning customer relations and goods and services provided

- » Controlling the selection, training and supervision of staff

- » Ensuring compliance with occupational health and safety regulations.

Employment information

This occupation covers management roles in the hospitality, retail and service industry that are not elsewhere covered in ANZSCO and can involve a wide range of acceptable settings.

As this is a managerial role, applicants need to demonstrate oversight, control and organisation of their hospitality, retail or service establishment. This involves appropriate levels of staff management and financial responsibilities.



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.

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

