

# Hospitality, Retail and Service Managers nec

ANZSCO: 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.
- › 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 which provide hospitality, retail and other services. This occupation group covers Hospitality, Retail and Service Managers not elsewhere classified.

## 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				
Post-qualification Pathways						
	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	
2		+	No highly relevant major	+	 Minimum AQF Certificate IV level with highly relevant major	
3		+	No highly relevant major	+	No additional highly relevant qualifications	
Pre-qualification Pathway						
	Highly Relevant employment duration***				Minimum comparable Diploma or higher AQF level*	
4		+		+	With or without highly relevant major field of study	
	Within last 5 years					

\* **AQF Diploma or higher includes:**

- AQF Advanced Diploma
- AQF Associate Degree
- AQF Bachelor Degree
- AQF Graduate Diploma
- AQF Master Degree
- AQF Doctoral Degree

\*\* **Additional qualifications in a highly relevant field of study include those comparable to the following levels:**

- AQF Certificate IV
- AQF Graduate Certificate

\*\*\* **Highly relevant paid employment duration (20 hours or more per week)**

**Pathways 1–3**

minimum years of post-qualification 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.

**Pathway 4**

minimum 4 years of relevant employment at an appropriate skill level 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.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

## 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 nonclassified, 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

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 Tasks

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 subordinate

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.



## Contact us

---

### Australia

Melbourne (*Headquarters*)

Level 1, 85 Cremorne Street,  
Cremorne VIC 3121

**E** [info@vetassess.com.au](mailto:info@vetassess.com.au)

**P** +61 1300 VETASSESS  
(1300 838 277)

### China

Shanghai

C/o GLC  
International Group  
Suite 201 A-B  
Zhongfu Building  
288 Zhaojiabang Road  
Shanghai, China

**E** [china@vetassess.com.au](mailto:china@vetassess.com.au)

**P** +86 21 64731935

### India

New Delhi

C/o EPR Solutions Pvt. Ltd  
115, 1st Floor, Square One  
C2-Saket Place  
Saket District Centre  
New Delhi – 110017

**E** [india@vetassess.com.au](mailto:india@vetassess.com.au)

**P** +91 11 41009213

### United Kingdom

London

**E** [uk@vetassess.com.au](mailto:uk@vetassess.com.au)

**P** +44 808 234 9873

### Saudi Arabia

**E** [SaudiArabia@vetassess.com.au](mailto:SaudiArabia@vetassess.com.au)

**P** + 966 559 55 8394

---