

Retirement Village Manager

ANZSCO: 141912

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

Retirement Village Manager organises and controls the day-to-day operations of a retirement village to provide a range of accommodation, personal care services, and recreational and social activities for the use and enjoyment of residents.












Retirement Village 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						
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.



Qualification

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

Highly relevant major fields of study include:

- › Hospitality Management
- › Aged Care Management

Employment Tasks

Highly relevant tasks include, but are not limited to:

- › Organises and controls the day-to-day operations of a retirement village to provide a range of accommodation, personal care services, and recreational and social activities for the use and enjoyment of residents
- › Controlling the selection, training and supervision of staff
- › Ensuring compliance with occupational health and safety regulations.

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