

## Information sheet



# PROPERTY MANAGER

(ANZSCO Code: 612112)

Group D



### 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 Property Manager supervises the leasing of rental properties on behalf of owners.

### Occupations considered suitable under this ANZSCO code:

- » Body Corporate Manager

### Occupations not considered under this ANZSCO code:

- » Real Estate Agent
- » Real Estate Representative
- » Business Broker

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












### Property Manager is a VETASSESS Group D occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Certificate III or IV 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 D	Criteria for a positive Skills Assessment						
	Comparable Certificate III or IV AQF level	With highly relevant major field of study	Additional highly relevant qualifications*	Highly relevant employment duration**			
1	 Minimum AQF Certificate IV	+		+	No additional highly relevant qualifications	+	 1 YEAR minimum
2	 Minimum AQF Certificate IV	+	No highly relevant major	+	No additional highly relevant qualifications	+	 2 YEARS minimum
3	 Minimum AQF Certificate III	+		+	No additional highly relevant qualifications	+	 3 YEARS minimum
Pre-qualification methodology can apply to Group D occupations							
	Highly relevant employment duration**	With or without highly relevant major field of study	Additional highly relevant qualifications*	Minimum comparable Certificate IV 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 Certificate III or IV or higher qualification\*

Highly relevant major fields of study include **Real Estate** and **Property Management**.

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

### Employment

Highly relevant tasks include:

- » collecting and holding rent monies from tenants, and remitting to owner on agreed basis

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- » monitoring and addressing non-compliance with terms and conditions of tenancy and pursuing rental arrears

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## Employment information

Property Managers act as intermediaries between tenants and property owners in rental agreements. They may work for a real estate agency with residential tenants, or they might be involved in commercial property management with shopfronts or large office/retail complex leasing. They need to be familiar with laws and regulations surrounding property and have customer service skills to deal effectively with both property owners and tenants.

Property Managers are accountable for a multitude of leasing and administrative duties. They are responsible for showing prospective tenants through a property and assessing their suitability to become a tenant on behalf of the owner. When tenants have moved in, the Property Manager is responsible for collecting rent, carrying out regular inspections to ensure the property is being maintained, and organising any repairs on behalf of the owner.

Employment exclusively focussed on cleaning services would not be accepted under the Property Manager occupation.

