

## HOTEL OR MOTEL MANAGER (Diploma) (ANZSCO Code: 141311)

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 and Training.

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.

### Occupation description

A Hotel or Motel Manager organises and controls the operations of hotels and motels to provide guest accommodation, meals and other services.

#### Alternative Titles:

- Hotelier
- Publican

#### Specialisations:

- Duty Manager (Hotel)
- Resort Manager

#### Occupations NOT considered highly relevant under this ANZSCO code:

- Hotel Service Managers
- Venue Manager
- Bed and Breakfast Operator
- Serviced Apartment Manager
- Backpackers Manager
- Boarding House Manager
- Casino Duty Manager
- Guest House Manager
- Hostel Manager
- Reception Centre Manager
- Night Auditor

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

## **HOTEL OR MOTEL MANAGER (Diploma) (ANZSCO Code: 141311)**

### **Requirements for Skills Assessment**

This occupation requires a qualification which is assessed as comparable to the educational level an Australian Qualifications Framework (AQF) Diploma or higher.

If the qualification is in a field highly relevant to the occupation, then one year of highly relevant, post-qualification employment is required. This must be within the past five years.

If the qualification is not in a highly relevant field, two years of highly relevant, post-qualification employment is required. This must be within the past five years.

This is reduced to one year if there is an additional qualification at least at AQF Certificate IV level in a highly relevant field.

If employment is not post-qualification, then three additional years of relevant employment are required. This is in addition to one year of highly relevant employment within the past five years.

A positive assessment of both qualifications and employment is required for a positive Skills Assessment Outcome.

#### **Qualification**

AQF Diploma or higher

Highly relevant major fields of study include:

- Hospitality Management

Hospitality Management is the study of managing the operations of organisations that provide hospitality services. Hospitality is the study of providing reception, accommodation, entertainment, food, beverages and related services to patrons at hotels, motels, clubs, restaurants, caravan parks, etc.

Qualifications in Tourism without hospitality management subjects cannot be considered.

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### Employment

**Pre-qualification employment can be considered for this occupation.**

A Hotel or Motel is a commercial establishment that provides guest accommodation, meals, and other services for patrons. Such establishments generally categorise their staff among different service provisions (housekeeping, grounds/maintenance, and reception or concierge services).

### Highly relevant tasks include, but are not limited to:

- directing and overseeing reservation, reception, room service and housekeeping activities
- supervising security arrangements, and garden and property maintenance
- planning and supervising bar, restaurant, function and conference activities
- observing liquor, gaming, and other laws and regulations
- overseeing accounting and purchasing activities
- ensuring compliance with occupational health and safety regulations
- may provide guests with local tourism information, and arrange tours and transportation