

PROPERTY MANAGER (ANZSCO Code: 612112)



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

Occupations and specialisations not considered under this ANZSCO code:

- Real Estate Agent
- Real Estate Representative
- Business Broker

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Requirements for Skills Assessment

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Certificate IV or higher, in a field highly relevant to the nominated occupation.

If the qualification is in a field highly relevant to the occupation, then at least one year of highly relevant post-qualification employment at an appropriate skill level is required, completed in the last five years.

If the qualification is not in a highly relevant field, two years of highly relevant employment at an appropriate skill level is required, completed in the last five years; this is reduced to one year if there is an additional qualification at AQF Certificate IV level in a highly relevant field.

If the applicant only holds a qualification at AQF Certificate III level in a highly relevant field, three years of highly relevant employment at an appropriate skill level is required, completed in the last five years.

If employment is pre-qualification, then three additional years of highly 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.

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Qualification

AQF Certificate IV or higher

Highly relevant fields of study include Real Estate or Property Management.

Real Estate Agency or Property Management is the study of the developing, purchasing, leasing and selling buildings, businesses and properties, as well as the associated management and business skills to operate a real estate agency.

Subjects may include: *Property Services *Business Administration *Housing *Property Economics *Property Operations *Facilities Management

Employment

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 also 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.

Pre-qualification employment can be considered for this occupation.

Required tasks for this occupation include (in the context of property management, unless stated otherwise):

- collecting and holding rent monies from tenants, and remitting to owner on agreed basis
- monitoring and addressing non-compliance with terms and conditions of tenancy and pursuing rental arrears