

ANZSCO Comprehensive Review: Brief Guide

15 August 2024

What is ANZSCO and why does it matter?

ANZSCO is the Australian and New Zealand Standard Classification of Occupations. It is important because it is used to describe data for governments, industry, businesses and organisations. This informs educational pathways, skilled migration programs and workforce strategies that equip Australians with skills to get jobs and stay employed.

What is the ANZSCO Comprehensive Review?

Since 2022, the Australian Bureau of Statistics (ABS) has been reviewing ANZSCO. The results of the ANZSCO Review consultations to date has been published which includes a new [Volunteer Coordinator occupation](#). Volunteer Manager is cited as an alternative title for this occupation in the classification. This is the first time that there has been an occupation included for volunteer coordinators and managers.

What is the Final Round of consultation about?

The Final Round of consultations is now open which is focused on the structure of the occupational classifications. You can make a submission by visiting the [consultation's webpage](#). The deadline for submissions is 6 September 2024.

The structure of ANZSCO has five hierarchical levels - major group, sub-major group, minor group, unit group and occupation. The categories at the most detailed level of the classification are termed 'occupations'. These are grouped together to form 'unit groups', which in turn are grouped into 'minor groups'. Minor groups are aggregated to form 'sub-major groups' which in turn are aggregated at the highest level to form 'major groups'. There are 8 major groups – [1 Managers](#); [2 Professionals](#); [3 Technicians and Trades Workers](#); [4 Community and Personal Service Workers](#); [5 Clerical and Administrative Workers](#); [6 Sales Workers](#); [7 Machinery Operators and Drivers](#); [8 Labourers](#)

The ABS has proposed that Volunteer Coordinator is included as an occupation in the hierarchy as follows: within Community and Personal Service Workers (Major Group 4), then Community and Welfare Support Workers (Sub-Major Group 41), then Community and Welfare Support Workers (Minor Group 411), then Welfare Support Workers (Unit Group 4116), then Volunteer Coordinator (Occupation 411636). You can see the hierarchy and other occupations at the [ABS's website](#).

Is this the best placement for Volunteer Coordinator?

We would like to hear your thoughts and views on this as there are different options. We have highlighted some questions below to guide thinking and discussion:

- 1) **Do we think Volunteer Coordinator should stay in the Community and Personal Service Workers (Major Group 4) or be moved to Professionals (Major Group 2)?** If it moved to Professionals (Major Group 2), it could sit alongside human resources.

- 2) **Do we want to make the case for a new Unit Group to elevate the placing of Volunteer Coordinator?** So, for example, we could request a new Unit Group of Volunteer Coordinators so that it would sit alongside other Community and Welfare Support Workers, rather than be an occupation under Welfare Support Workers.

Some alternative placements of Volunteer Coordinator are set out in detail in the Annex to this note. There are pros and cons to the different options. For example, moving Volunteer Coordinator out of Community and Welfare Support Workers would better reflect that there are Volunteer Coordinators across many other sectors. However, some key functions have commonality across the Community and Welfare Support group, such as Community Development, Sports, Aged Care, Disability Services, Early Childhood Education and Care and Health Support. There are also transferable skills common in these sectors such as using communication to build relationships, working legally and ethically, and interacting with diverse people and supporting wellbeing.

Annex:

Some alternative placements of Volunteer Coordinator

- a) Change to a different Unit Group within Major Group 4 so would fit **within** Community Development and Support Workers (rather than current proposal which is within Welfare Support Workers). So, it would fit within Community and Personal Service Workers (Major Group 4), then Community and Welfare Support Workers (Sub-Major Group 41), then Community and Welfare Support Workers (Minor Group 411), then **Community Development and Support Workers** (Unit Group 4112), then Volunteer Coordinator (Occupation 411218).
- b) Create a new Unit Group within Major Group 4 so would **sit alongside** other Community and Welfare Support Workers. So, it would go within Community and Personal Service Workers (Major Group 4), then Community and Welfare Support Workers (Sub-Major Group 41), then Community and Welfare Support Workers (Minor Group 411), then a new Unit Group Volunteer Coordinators (4120), then new occupation Volunteer Coordinator (412033). Or at number 4118 which appears to be missing.
- c) Change to a different Major Group (2) positioning it within human resources. So, it would go within Major Group 2 (Professionals), Business Professionals (Sub-Major Group 22), Human Resources, Work Health and Safety and Training Professionals (Minor Group 222), Human Resources and Workplace Relations Advisers (Unit Group 2221) and then new occupation Volunteer Coordinator (222133) **OR** Training and Development Professionals (Unit Group 2224) and then new occupation Volunteer Coordinator (222432).
- d) Change to a different Major Group (2) positioning it within human resources **AND** creating a new Unit Group to position the new occupation. So, it would go within Major Group 2 (Professionals), Business Professionals (Sub-Major Group 22), Human Resources, Work Health and Safety and Training Professionals (Minor Group 222), then new Unit Group (Volunteer Coordinators 2225), then Volunteer Coordinator occupation (222532). *(This is similar to Training and Development Professionals where the Unit Group and occupation have same name and there is only one occupation in the Unit Group.)*

What's in the proposed draft occupation?

411636 Volunteer Coordinator

Plans, organises, directs, controls, and coordinates volunteer programs in volunteer involving organisations.

Alternative title

- Volunteer Manager

ANZSCO skill level

This occupation has a skill level corresponding to the qualifications and experience below.

Australia

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

New Zealand

- Skill Level 3: NZQF Level 4 qualification, or at least three years of relevant experience

Main tasks

- Develops strategies for recruitment, training, management, and retention of volunteers
- Recruits volunteers and matches them with appropriate positions in the organisation
- Organises the orientation, training, and induction of volunteers
- Ensures compliance with relevant legislative and regulatory requirements
- Oversees and directs volunteers' activities
- Collects and evaluates data and reports to stakeholders on the success of volunteer programs
- Promotes, raises awareness, and educates stakeholders on all aspects of volunteer programs

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