



# SUBMISSION GUIDE

# Australian and New Zealand Standard Classification of Occupations (ANZSCO) Comprehensive Review

# Consultation round 3 10 October – 5 December 2023

Information to help you prepare your submission for round 3 of the ANZSCO comprehensive review.





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#### PREPARING YOUR SUBMISSION

The ABS is undertaking a comprehensive review of the Australian and New Zealand Standard Classification of Occupations (ANZSCO) to reflect the contemporary labour market and better meet stakeholders' needs. Round three of consultation for the review is open from 10 October to 5 December 2023.

Organisations and individuals can express their views on what changes should be made to how jobs are described in ANZSCO through the questionnaire on the <u>ABS Consultation Hub.</u>

The submission will require basic contact details about you and your organisation as well as evidence to support your suggested changes.

The information provided in submissions will be assessed across a <u>set of criteria</u>, though responses do not need to cover all criteria. To ensure your suggested changes are carefully considered it is recommended that you take into account the criteria when providing reasons to support your suggestions or changes.

One quality submission with a strong case will be considered more highly than several submissions with limited information on how, or why the change should be implemented. We encourage you to connect with other organisations to provide a consolidated submission to strengthen your evidence base. There is a question on the form to acknowledge the contribution of other organisations to the submission.

Learn more about how to prepare a submission and how to use the online form.

#### WHY ARE WE CONSULTING?

While ANZSCO has previously had some minor updates, it largely describes the original 2006 version, which was based on the 2001 labour market. We are particularly interested in understanding:

- What occupations have evolved, been replaced, or changed?
- Have skill requirements shifted over time?
- Are there any emerging fields or unique jobs that you believe will shape the future?

Updates to the classification will be reflected progressively in official labour market statistics from August 2026, including *Labour Force* time series, *Employee Earnings and Hours* and *Jobs in Australia* statistics to improve visibility of new and emerging occupations. The updated classification will be released by December 2024, in time for use by Census 2026.

This is an opportunity for you to make a significant impact by providing feedback on selected occupations, helping shape the quality of Australia's occupation and labour market information.

Want to know more about ANZSCO and the comprehensive review? Answers to many ANZSCO-related questions can be found at <u>About ANZSCO | (abs.gov.au)</u>





The consultation process is an opportunity for users of the classification to provide feedback on occupations that fall within the selected focus areas<sup>1</sup> for each round of consultation.

The ABS is currently welcoming submissions on the following industry-based focus areas<sup>1</sup>:

Accommodation and food services Arts and recreation Legal services Postal, courier, pick-up and delivery services Public administration Rail transport Road transport Television, stage and broadcasting Water transport Agriculture, forestry and fishing Defence Personal and other services Print and internet publishing Public order, safety and regulatory services Retail trade Sports activities Warehousing

<sup>1</sup>Note, occupation focus areas are designed for consultation purposes only and are not intended to be a permanent feature of the classification structure.

We encourage you to explore the <u>list of occupations</u> under review for each focus area with links to current descriptions, skill level and classification structure.

Feedback will be sought on the accuracy of current occupation skill levels and descriptions, and any occupations anticipated to emerge or decline in the next 5 to 10 years.

# SUBMISSION QUESTIONS

Submissions are made through the questionnaire on the ABS Consultation Hub landing page.

Complete your contact details and choose the relevant '<u>occupation focus area</u>' for your submission (Questions 1-9). Please note, should you wish to provide feedback on any additional occupation focus areas, separate submissions will be required.

You will be guided through a series of questions for your selected <u>focus area</u> of interest. These questions are listed below should you wish to prepare a draft response:

10. Are there any in your industry, business or workplace that are not accurately described?

For each inaccurately described occupation:

- Provide your proposed new title, alternative title, definition, specialisations, licensing and/or registration requirement (whichever apply). Refer <u>here</u> for more information on title, alternative title, definition, specialisations, licensing and/or registration requirement.
- 2. Provide a list of any unique tasks which distinguish this occupation from others included in ANZSCO.
- 3. Include any evidence to support your proposed changes, such as industry workforce surveys, workplace awards, job vacancy data, industry workforce planning documents, or job descriptions.
- 4. Describe how the inaccurate description of this occupation affects your industry, business or workplace.





11. Are there any occupations in your industry, business, or workplace for which ANZSCO **does not accurately reflect the skill level (1 to 5)**? Refer <u>here</u> for more information on skill level.

For each such occupation:

- 1. Outline the skill level (1-5) that should be assigned to the occupation.
- 2. Include any evidence to support the change, such as changed education, training or licensing requirements, occupation data, industry workforce surveys, job vacancy data, or workplace awards.
- 3. Describe how the inaccurate skill level affects your industry, business or workplace.
- 12. Are there any occupations in your industry, business or workplace which we should consider classifying under a different ANZSCO category (e.g. sub-major, minor or unit group)?
  - 1. Include any evidence to support the change you are proposing (such as skill transferability with minimal retraining required)
  - 2. Describe how the current placement affects your industry, business or workplace.

Considering occupations **not** separately identified in ANZSCO with a unique 6-digit code (<u>www.abs.gov.au/anzsco</u>):

13. Are there any in your industry, business or workplace that **should be separately identified with a unique code?** 

For each such occupation:

- 1. Describe the occupation as fully as possible, including the tasks involved; its relationship to other occupations; any registration or licensing requirements; the education and experience requirements; its skill level (1 to 5), and any other titles used to describe the occupation.
- 2. Indicate the number of people that undertake the occupation in your industry, business or workplace. Estimate the number of people that will be required to undertake the occupation in 5 years' time in your industry, business or workplace. Where possible, use evidence to support the estimates you provide.
- 3. Identify where you think this occupation sits within ANZSCO.
- 4. Would adding this occupation as a specialisation of an existing ANZSCO occupation category meet the needs of your industry, business or workplace? Why? / Why not?





14. Are there **occupations that are emerging**, or that you anticipate will emerge, in the next 5 to 10 years in your industry, business or workplace?

For each emerging occupation:

- 1. Describe the occupation as fully as possible, including the tasks involved, its relationship to other occupations, any registration or licensing requirements, the education and experience requirements, its skill level (1 to 5), and any other titles used to describe the occupation.
- 2. Indicate the number of people you expect will undertake the occupation in your industry, business or workplace in the next 5 to 10 years. Where possible, use evidence to support the estimates you provide.
- 3. Explain what is driving the emergence of the occupation.
- 4. Identify where you think this occupation sits within ANZSCO.
- 15. Is there any other information you can provide to help support your submission?

Please consider:

- 1. Any impacts if the proposed changes are not made to the ANZSCO.
- 2. Alignment of your proposed changes to policy, program or statistical/data needs.

Please list here any other organisations that are represented in this submission:

- excluding the organisation already provided in question 3.
- 16. Please provide information on any other issues in relation to ANZSCO that has not already been covered in the survey.

## SUPPORTING DOCUMENTATION & ATTACHMENTS

File attachments cannot be submitted via the ABS Consultation Hub.

Following survey completion, a submission receipt will be sent to your nominated email account. Provision of any additional attachments to support your submission can be emailed with the submission receipt number to <u>updating.anzsco@abs.gov.au</u>. Please note there is a 5MB file limit.

Please also follow this process if your organisation requires you to make your submission on letterhead or with your leader's endorsement.

#### SUBMISSION FEEDBACK

You will not receive individual feedback on your submission. However, following each consultation round, participants will be kept informed of how stakeholder input is influencing changes to the classification.





A consultation summary and list of preliminary proposed changes from the first and second round of consultation will be released on the <u>ABS Consultation Hub</u> for information.

A final consultation round in 2024 will allow users opportunity to provide feedback on the complete set of proposed changes prior to finalising the classification update for release by December 2024.

Keep up to date with all the latest developments on the review at Updating ANZSCO.

## PRIVACY

For information on confidentiality of submissions and personal information please read <u>Privacy - Australian Bureau</u> <u>of Statistics - Consultation Hub</u>.

Access the <u>ANZSCO Collection Notice</u> for information on the collection and use of personal information as part of the public consultation phase of the ANZSCO comprehensive review process.

## SUPPORT TO PARTICIPATE

View our latest <u>Q&A webinar</u> for an overview of the consultation process and how to prepare a high-quality submission.

If you require assistance to make a submission or for further information please email us at <u>updating.anzsco@abs.gov.au</u>.