

Position Description

Position title:	VET Compliance Coordinator
Reports to:	Member Education Manager
Date:	February 2024
Position Details:	Full-time, permanent position based at Surf Central

Environment:

Surf Life Saving South Australia (SLSSA) is the peak organisation for surf life saving in South Australia and is affiliated with Surf Life Saving Australia.

SLSSA is responsible for the governance, development, promotion and administration of surf life saving throughout South Australia and has the responsibility for servicing its 9,000 members and 22 clubs.

Position Scope:

The VET Compliance Coordinator oversees the maintenance of all requirements of the VET Quality Framework and will maintain, monitor and support ongoing compliance. The role is responsible for overseeing the quality of the commercial and member training departments, in addition to supporting Surf Life Saving Northern Territory (NT) and Tasmania (TAS) to maintain compliance with their training activities.

Key Relationships:

- CEO / Board / State Council
- Member Education Manager
- Commercial Training Manager
- Member Training Coordinator
- NT and TAS Education staff
- SLSSA Staff
- SLSSA Clubs and members
- Surf Life Saving Australia and relevant Committees
- External education and compliance agencies

Key Areas of Responsibility:

- Oversee accredited training activities for SA, NT and TAS and act as the initial point of contact for compliance items in these States/Territory.
- Develop, review, and maintain RTO compliance documentation, including policies and procedures.
- Conduct internal audits, quality assurance audits, and marketing reviews.
- Oversee/quality check data entry into Student Management System and SLS database.
- Identify areas of compliance vulnerability and risks associated.
- Implement rectification plans for non-compliance.
- Review RTO processes and practices, ensuring the delivery of quality outcomes and results for internal and external stakeholders.



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- Manage the development, implementation and review of learning/assessment resources including training and assessment strategy for individual programs, training plans, learner support processes, assessment systems and tools, program evaluation and feedback collection and reporting processes.
- Coordinate and participate in assessment validation activities with relevant stakeholders.
- Champion continuous improvement with the team by offering advice, guidance, support and solutions to team members regarding compliance issues.
- Oversee RTO scope of registration through regular review of scope and communication of changes with team.
- Submit required applications to ASQA including submission for change of scope, change of details and registration renewal applications.
- Submit required data reports including Total VET Activity Reporting, Quality Indicator Reporting and assist the RTO CEO with the Annual Declaration of Compliance.
- Maintain knowledge of industry trends and compliance issues.
- Any other reasonable duties as required.

Team Performance:

- Contributing to the overall success of the SLSSA team through open and honest communication, respect for others and reporting progress regularly
- Taking a proactive role in fostering a positive, enterprising and success driven culture within SLSSA
- Performing the responsibilities of the role in a manner which reflects and responds to continuous improvement.

Skills, Experience and Qualifications

Essential:

- Certificate IV in Training and Assessment (TAE40116) or equivalent, or higher is essential.
- Sound knowledge of the VET Quality Framework, including the Standards for RTOs.
- Experience with the creation, implementation and review of policies, procedures and forms.
- Excellent interpersonal skills, including verbal and written communication.
- Exceptional attention to detail.
- Educational experience in the Australian vocational education sector.
- Demonstrated experience with required reporting activities (quality indicator and AVETMISS).
- Demonstrated experience with monitoring and managing RTO Continuous Improvement strategies.

Desirable:

- Working knowledge and expertise with aXcelerate Student Management System.
- A relevant tertiary qualification in training, education or business.
- Experience working with a member based organisation and/or knowledge of SLSSA.

Team Agreement

Our team will create a fun and enjoyable work environment that we are proud of. We will achieve this as a crew by:

- Celebrating our wins
- Showing respect to all
- Supporting each other
- Acting with integrity



Personal Attributes:

- Leads by example and has integrity and willingness to model the values of SLSSA.
- Demonstrates commitment, drive and initiative to achieve organisational strategic objectives.
- Highly motivated and enthusiastic team player with the ability to work autonomously and collaboratively in a team to maximise outcomes.
- Works well under pressure and has a strong attention to detail whilst overseeing competing priorities.

Hours of work:

The position is full-time and the nature of the role requires some out of hours work.

Special Requirements:

The successful applicant will be required to satisfy the requirements of a Working with Children Check, National Police Check, have a current driver's license and be willing to complete a Provide First Aid Certificate (HLTAID011).