

POSITION DESCRIPTION

POSITION TITLE: Short Courses RTO Officer

UNIT: Short Courses

CLASSIFICATION: Student Union Employee Level 3

FRACTION: 0.6

EFFECTIVE DATE: _____

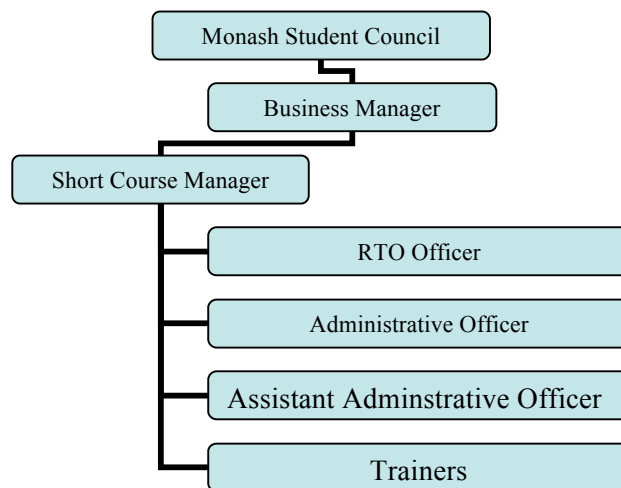
INCUMBENT: _____
SIGNATURE _____ **DATE** _____

APPROVED BY SUPERVISOR: _____
TITLE: _____
SIGNATURE _____ **DATE** _____

POSITION DESCRIPTION

ORGANISATIONAL CONTEXT

This position is located in the Monash Short Course Centre in building 51 on the Clayton campus and reports to the Manager of the Monash Short Courses Centre. The Centre is a Recognised Training Organisation (RTO) delivering a range of nationally recognised qualifications and units of competency. The purpose of this position is to coordinate the nationally recognised training programs, ensure compliance of the RTO and to pursue government funding and other income opportunities.



KEY RESULTS AREAS AND RESPONSIBILITIES

RTO Compliance

- Schedule and conduct regular internal audits to ensure compliance with the AQTF 2007
- Ensure compliance with Returning to Earning guidelines
- Participate in, and document, continuous improvement processes
- Accurately maintain the qualifications register and other RTO documentation
- Assist with the archiving of RTO documents
- Review courses regularly and make changes when necessary
- Maintain up-to-date knowledge of changes to national training packages and coordinate the transition from superseded qualifications

Coordination of Nationally Recognised Training programs

- Coordinate training programs in line with client needs
- Organise trainers, materials, venues and other resources as required
- Assist clients with RPL/RCC applications
- Arrange for additions to scope of registration as required by clients or to maximise opportunities for funding

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Administration

- Research and pursue opportunities for government funding
- Maintain student files and other records in line with government funding requirements
- Liaise with trainers and Government funding bodies.
- Collation of trainer files and records as required.
- Prepare financial documents as required.
- Customer service as required.
- Other administration duties as directed.

KEY SELECTION CRITERIA:

Essential

1. Knowledge of RTO accreditation procedures and/or quality control practices.
2. Experience with apprenticeships, traineeships or other government funded training programs
3. Ability to work independently and use initiative.
4. Well developed written and verbal communication skills
5. Strong problem solving ability
6. Excellent time management skills

Desirable

7. Certificate IV in Training and Assessment TAA40104
8. Experience delivering group-based or work-based training

OTHER JOB RELATED INFORMATION:

Some travel during business hours (eg. to offsite training venues/clients) will be required.

This is a 0.6 position (22 hrs per week), days and may progress to full time, hours are negotiable.