



## Compliance Officer

School of Isolated and Distance Education

<b>Position number</b>	00039896
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> or as replaced.
<b>Classification</b>	Level 6
<b>Reports to</b>	Registered Training Organisation (RTO) Manager (Level 7)
<b>Direct reports</b>	Nil

### Context

The School of Isolated and Distance Education (SIDE) is the main centre for K-12 distance education and online learning within the Western Australian Department of Education. The school provides quality education for students who for various reasons cannot attend classes in a regular school.

SIDE provides a wide range of educational programs in Western Australia through an online distance mode. SIDE offers the same education opportunities and support as most primary and secondary schools, including support for students with disabilities, students with learning difficulties and gifted and talented students.

The school uses digital technologies to deliver online education programs. It occurs in two forms:

- Synchronous, real-time communication via the Department's Webex web-conferencing platform. Students have access to scheduled 'live' instruction.
- Asynchronous, 24/7 access. Moodle is used to deliver curriculum materials and facilitate student and staff collaboration online.

In addition, SIDE, as an RTO, provides quality vocational education and training programs (VET). This provision of service has significant benefits for students and schools, particularly in regional and remote areas.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education and [www.side.wa.edu.au](http://www.side.wa.edu.au) for further information about SIDE.

## Key responsibilities

### Governance and compliance

- In conjunction with the RTO Manager and Principal, design, implement and enact an internal quality assurance framework which ensures compliance with:
  - the Australian Qualification Framework (AQF);
  - the *Standards for Registered Training Organisation 2015* (or as replaced);
  - the *Vocational Education and Training Act 1996*;
  - the national Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS);
  - relevant Commonwealth and State funding body policies and procedures; and
  - all other regulatory and legislative obligations.
- Assist the RTO Manager and Principal with RTO registration requirements including, but not limited to, operational compliance, issuing qualifications and statements of attainment, records management and reporting.
- Assists the RTO Manager with RTO registration matters, including the submission of applications for changes to the scope of registration, RTO details, third party arrangements, audit activities and renewal applications.
- Participate in validation and moderation activities pertaining to training and assessment materials of all units of competency on the scope of registration.
- Assist the Curriculum and Training Development Officer to develop and maintain training and assessment tools and strategies that comply with assessment requirements, including the rules of evidence and principles of assessments of the relevant training package.
- Contribute to the continuous improvement of training delivery and assessment by facilitating validation meetings and feedback from stakeholders.
- Develop and monitor trainer currency and competency matrices.
- Ensure assessment validations and moderations are completed as per validation schedules.
- Support the RTO Manager and Principal with the provision of both required and strategic professional development activities for trainers and assessors which ensures and maintains vocational competence, industry currency and trainer currency.
- Assist the RTO Manager and Principal in planning for and responding to internal audits, validation and moderation.
- Provide advice to stakeholders on compliance matter, which may involve travel to schools and other sites in metropolitan and country regions.
- Review products, resources and marketing materials to ensure compliance with training package needs and Training Accreditation Council (TAC) requirements.

### Risk management

- Participate in the development, ongoing review and implementation of a comprehensive RTO risk management plan.
- Develop and implement mitigation strategies to strengthen identified areas of compliance vulnerability and risk.
- Provide support and advice to the team which ensures an ethical approach to minimising risks associated with compliance and business operation.

### Administration

- Assist the RTO Manager and Principal to review and maintain RTO policies, procedures, documents and records.
- Monitor and manage continuous improvement strategies and implement any changes accordingly.

- Record data and prepare reports pertaining to general RTO operation and student information, ensuring timeliness and accuracy to meet reporting obligations and promote a high degree of accountability and transparency.

### **Selection criteria**

1. Demonstrated knowledge and experience working in a compliance or quality assurance role in an RTO.
2. Demonstrated comprehensive knowledge and understanding of the current standards for RTOs and experience in operating within the constructs of VET regulators.
3. Demonstrated considerable experience in competency based training and assessment in a wide range of education and training settings.
4. Demonstrated proven ability to work effectively in multi-disciplinary teams to achieve outcomes consistent with customer needs and the defined quality and compliance expectations of an RTO.
5. Demonstrated well-developed interpersonal, written and verbal communication skills including high level analytical, research and conceptual skills and the ability to provide innovative solutions to complex problems.

### **Eligibility and training requirements**

Employees will be required to:

- hold a Certificate IV in Training and Assessment and units compliant with the current standards for RTOs.
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- obtain or hold a current Working with Children Check;
- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy;
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment;
- hold a current "C" class driver's licence.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            18 September 2019  
Reference     D19/0390409