



Registered Training Organisation (RTO) Schools Principal Consultant Service Delivery

Position number	00044682
Agreement	Public Sector CSA General Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager, Secondary Schools, District High Schools and Post-School Pathways (Level 8)
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Service Delivery is the key interface with schools. Its purpose is to plan, coordinate and deliver targeted services that support schools and regions to improve student achievement.

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Key responsibilities

- Provide strategic planning advice to Registered Training Organisation (RTO) schools for ongoing registration and guidance on reporting of RTO operations, business functions and compliance.
- Support RTO schools in meeting the regulatory requirements of the Vocational Education and Training (VET) sector to maintain RTO registration.
- Provide guidance on the ongoing sustainability and management of the RTO scope of registration in line with reporting and auditing requirements of the Training Accreditation Council (TAC).

- Advise on the design, development, implementation and review of internal processes to demonstrate RTO compliance against the VET Quality Framework.
- Provide advice and support to RTO school staff on current VET trends and practices to ensure consistent, high-quality program delivery and continuous improvement.
- Provide professional advice in the preparation of RTO audit activities.
- Research and develop resources to assist with RTO compliance requirements.
- Participate in RTO internal auditing and provide advice on policies and practices.
- Provide input into the review of pre and post use validation of training and assessment material for quality and compliance.
- Build and maintain a network of relationships with internal and external stakeholders and industries to promote and support trainer currency and competency.
- Provide professional advice in the development, implementation, and management of comprehensive RTO marketing plans.
- Work in a culturally responsive and context-specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated substantial knowledge of the current standards and requirements for RTOs and experience working with VET regulators.
2. Demonstrated knowledge and experience in secondary schooling and senior secondary pathways to training, higher education and employment.
3. Demonstrated highly developed leadership and strategic planning skills and ability to implement and deliver strategic outcomes in a demanding environment under tight timeframes.
4. Demonstrated high level interpersonal, communication, negotiation and influencing skills and the ability to build and maintain effective working relationships with internal and external stakeholders.
5. Demonstrated capacity in quality assurance, risk management, compliance and policy development.

Eligibility and training requirements

Employees will be required to:

- possess a Certificate IV in Training and Assessment and units compliant with the current standards for RTOs
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 18 April 2024
Reference D24/0276718