

Wyndham Community and Education Centre Inc

Job Description

Compliance and Reporting Administrator

Job Description

General Information

Name:	
Classification:	Educational Services (Post-Secondary Education) Award 2020 - General Staff
Reports to:	RTO Manager
Hours:	22.8 hours per week
Core hours:	9am - 5:06 pm, Mon-Wed
Duration:	On-going

Position objective

The Compliance and Reporting Administrator works closely with the TSU Managers, TSU Coordinators and other Compliance and Reporting staff to attend to matters relating to training services compliance and reporting including the use of Wyndham CEC's student management system.

The Compliance and Reporting Administrator will ensure that all reporting requirements are met within the set timeframes and with a high level of accuracy.

Wyndham Community and Education Centre Inc

Job Description

Duties & responsibilities

1 Planning

- 1.1 Participate in training services (TSU) team meetings as required
- 1.2 Contribute to Board reports prepared by the Education and RTO Managers, as required
- 1.3 Support annual Board Planning Day

2 Program Monitoring and Reporting

- 2.1 Oversee the collection and entry of all AVETMISS compliant data using Wyndham CEC's student management system, and other databases, as required by government regulated training programs including Skills First, fee-for-service training, pre-accredited training (ACFE), SEE and AMEP. This includes
 - Creating and verifying Unique Student Identifiers (USIs)
 - Checking and entering enrolment information
 - Entering results on aXcelerate
 - Create and monitor class rolls
 - Monthly uploads to SVTS
 - Student withdrawals
 - Upload of VSN monthly
 - Generating data and reports
 - Resolving errors
 - Checking eligibility for the Asylum Seeker VET Program
- 2.2 Oversee the data collection and entry related to the Quality Indicators, Competency Completion Online System (CCOS) and the Victorian Student Register System (VSN) and ensure that it is collected and entered in a timely manner including generating data and resolving errors. Submit relevant reports to the VRQA.
- 2.3 Maintain up to date understanding of data reporting requirements within given regulatory areas, and provide advice to training services managers and program coordinators as required
- 2.4 Support training services managers and program coordinators in a range of duties that relate to the requirements of funding or service agreements including preparation of administration pro-formas for collection of student data and evidence
- 2.5 Oversee the issuing of Certificates, Statements of Attainments and Record of Results, using Wyndham CEC's student management system
- 2.6 Monitor SVTS for Contract Notifications and other Victorian Department of Jobs, Skills, Industry and Regions (DJSIR) information and distribute to senior management, training services managers and program coordinators

Wyndham Community and Education Centre Inc

Job Description

3 External relationships

- 3.1 Liaise with the Victorian Department of Jobs, Skills, Industry and Regions (DJSIR) and the VRQA, as required
- 3.2 Liaise with the provider of Wyndham CEC's student management system, as required
- 3.3 Liaise with relevant training and industry bodies and other RTOs as required
- 3.4 Liaise with VCAA (VSN)
- 3.5 Liaise with Federal Department of Employment and Workplace Relations in relation to USI

4 Risk & compliance

- 4.1 Assist the training services managers to meet all administrative, compliance and reporting requirements relating to AQTF, VRQA, DJSIR and DE, ensuring compliance with AQTF standards and conditions and the current Skills First Funding Contract
- 4.2 In consultation with the training services managers and program coordinators ensure all data collection and entry related to Wyndham CEC's student management system, AVETMISS, CCOS, DJSIR and ACFE (Pre accredited training) is collected and entered in a timely manner
- 4.3 Regularly review and improve internal systems to ensure that minimal risks occur and compliance is assured
- 4.4 Ensure compliance with Wyndham CEC Policies and Procedures
- 4.5 Ensure compliance with relevant program guidelines
- 4.6 Monitor SVTS announcements and forward as required

5 Other requirements

- 5.1 Take on other duties consistent with the position as directed by the RTO Manager

Wyndham Community and Education Centre Inc

Job Description

Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the objectives of the Wyndham Community and Education Centre as stated in the Constitution and Vision & Mission statements.

Have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Staff delivering Skills First funded programs must act in accordance with the Skills First Quality Charter.

Wyndham CEC has a commitment to child safety and zero tolerance of child abuse.

All staff must have a strong understanding of and comply with the new child safe standards that were introduced in Victoria in 2022.

Have a strong understanding of child safe standards, MARAM and family violence reforms.

Key Selection Criteria

The person for this position will have skills and experience to

1. Independently manage time and prioritise and plan work to meet set timelines; this includes demonstrated experience in flexibly adapting to changing circumstances
2. Understand and demonstrate an ability to adhere to relevant legislation, government policy and industry requirements including AQTF, VRQA, DJSIR, DE and the federal Department of Employment and Workplace Relations compliance and requirements
3. Use student data collection software
4. Demonstrate strong attention to detail and accuracy
5. Demonstrate well developed knowledge of current Microsoft Office programs
6. Understand Language, Literacy & Numeracy, senior secondary and vocational programs
7. Understand the Australian Qualifications Framework (AQF)

Qualifications

Mandatory

- Relevant qualifications and experience in IT or education
- Experience using student data management systems, in particular aXcelerate
- Current Working with Children Check or current Police Check (at Wyndham CEC's discretion)
- Experience in working within an education environment.