



POSITION DESCRIPTION

Curriculum Administration Officer

Reports to: Team Leader

Department: Education Support

Classification: PACCT Level 4

Location: Mildura Campus

Primary objectives

- Ensure curriculum data within the Student Management System is accurately maintained and compliant against Training Packaging rules and regulations.
- Assessment and application of credit transfer requests within the Student Management System against training package rules and guidelines.
- Issuance of student certification against training package rules and VET regulatory bodies.

Position summary

Reporting to the Team Leader, Education Support the Curriculum Administration Officer is responsible for monitoring and maintaining curriculum data within the Student Management System, ensuring it is accurate and compliant with mandatory regulations and guidelines.

The role is also responsible for the assessment and validation of applications for credit transfers and course completions in accordance with training package rules. The Curriculum Administration Officer works closely with teaching departments and is required to exercise judgement in assessing and validating curriculum information. The role is required to implement remedial actions where necessary to ensure curriculum records are accurate and current.

The incumbent requires a deep understanding of the legislative standards according to State and Commonwealth guidelines and carries out all processes in line with these standards. The incumbent is required to understand and interpret training packaging rules and the requirements of the Standards for RTOs including training and assessment strategies and completions.

Key responsibilities

Maintenance of course information and curriculum data within the Student Management System, Customer Relationship Management system and other business systems ensuring currency and compliance with State, Commonwealth and national VET regulators:

- Assess and validate submissions by teaching departments for course and curriculum data set up against Training Package rules and guidelines.
- Create course availabilities and templates in line with approved guidelines and procedures within the Student Management System and Victorian Assessment Software System (VASS).
- Consult with teaching staff to resolve issues of a complex nature identified within course information and curriculum data requests making informed recommendations and implementing corrective actions.
- Apply technical knowledge and expertise to maintain course information and curriculum data within the Student Management System and other systems as required, ensuring alignment with compliance obligations.
- Identify study package version changes and consult with Education Delivery Managers to ensure curriculum data is updated within the Student Management System.
- Provide informed advice and guidance to teaching staff on curriculum processes.
- Maintain course information published to the website, Customer Relationship Management systems and internal course repository ensuring compliance, accuracy and currency.
- Maintain external core course information websites such as My Skills, Victorian Skills Gateway and Australian Course Information Register ensuring compliance, accurate and current course information is published.
- Assist the Team Leader Education Support in the development and maintenance of curriculum standard operating procedures that are in line with business rules, procedures and policies.

Issuance of student certification documentation ensuring currency and compliance with State, Commonwealth and national VET regulators:

- Assess and validate requests for accredited course completions against training package rules and guidelines.
- Apply specialised expertise in the identification and rectification of complex student study plan errors within the Student Management System in line with training package guidelines.
- Verification of student records to ensure SuniTAFE meets the requirements of the Student Identifier Scheme.
- Process and issue student certification documentation in line with standards and policies.
- Finalise apprentice/trainees training contracts on behalf of SuniTAFE with State regulatory bodies.
- Engage with teaching staff to resolve issues of a complex nature identified within requests for certificate issuance.
- Assist the Team Leader Education Support in the development and maintenance of certificate issuance standard operating procedures that are in line with business rules, procedures and policies.

Application of credit transfers to student study plans within the Student Management System ensuring currency and compliance against training package rules and guidelines:

- Assess and validate requests for credit transfers against training package rules and guidelines.
- Apply credit transfers of units of competencies to student study plans within the Student Management System.
- Review, maintain and amend student study plans against training package guidelines within the Student Management System.
- Provide expert advice and guidance to administration staff, teaching staff and students in relation to credit transfer policies and procedures.
- Liaise with external RTOs to determine authenticity of credit transfer requests.
- Consult with administration and teaching staff to resolve issues of a complex nature identified within credit transfer requests.
- Assist the Team Leader Education Support in the development and maintenance of credit transfer standard operating procedures that are in line with business rules, procedures and policies.

Act in accordance with SuniTAFE values – Customer Focus, Business Acumen, Integrity and Innovation including:

- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute's annual Workplan and Performance Review process.
- Participate in all team based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Complies with OH&S and EEO legislation;
- Ensure compliance with SuniTAFE's Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all time.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.

- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

Knowledge, skills and abilities

- A minimum Certificate IV level qualification in Business Administration together with significant relevant experience or lesser formal qualification and relevant experience and knowledge of the job is essential.
- Minimum of three years working experience in the Vocational Education sector, with a sound knowledge of training packages.
- Certificate IV in Training and Assessment or equivalent will be highly regarded.
- The ability to consult with a range of stakeholders to ensure curriculum data within the Student Management System is accurate and current.
- Demonstrated administrative, analytical, data entry and information technology skills.
- Demonstrated commitment to quality customer service, values and supply of accurate and timely information.
- Effective self-management skills including the ability to arrange workload priorities and work with minimum supervision.
- The ability to exercise judgement and make decisions within established rules, policies and procedures.
- Excellent written, verbal and interpersonal communication skills.

Organisational relationships

Subordinates	Key Relationships	
Nil	Internal	External
	<ul style="list-style-type: none"> • Administration Team • Teachers • Education Delivery Managers 	<ul style="list-style-type: none"> • External RTOs • Students • Employers

Organisational environment

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria. We are well positioned, with our campuses located in Mildura, Swan Hill, Horsham and Robinvale, to orchestrate the continued delivery of excellent education and training in this region. We have

experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

Key selection criteria

- A minimum Certificate IV level qualification in Business Administration plus relevant experience.
- A Certificate IV Training and Assessment or equivalent would also be highly regarded but not essential.
- Minimum of three years working experience in the Vocational Education sector, with a sound knowledge of training packages.
- The ability to consult with a range of stakeholders to ensure curriculum data within the Student Management System is accurate and current.
- Demonstrated administrative, analytical, data entry and information technology skills.
- The ability to exercise judgement and make decisions within established rules, policies and procedures.

The successful candidate will be required to provide:

- *A successful criminal record check which is less than 6 months old*
- *A working with children check; and*
- *A COVID-19 digital vaccination certificate indicating at least 2 vaccinations*