



Application Kit

This Application Kit assists you in applying job positions advertised.

This Application Kit contains:

- background information that will help you to understand the recruitment process, and how to apply for a position advertised;
- Position Description

Tauondi Aboriginal Corporation (Tauondi Aboriginal College)

Tauondi Aboriginal College is an independent registered training organisation for Aboriginal adults in South Australia. It has been owned and governed by Aboriginal people since 1973. The College provides education for the “whole” person, affirming Aboriginal cultures and identities in ways that respect Aboriginal law and customs and the diversity of students’ experiences and ambitions.

Within this holistic philosophy, Tauondi College offers a range of nationally accredited training programs, as well as non-accredited Adult Community Education (ACE) activities specifically designed to meet the needs of Aboriginal and Torres Strait Islander people and their communities. These programs provide pathways to further study and employment.

In recent years, Tauondi College has expanded services to include employment placement. Training programs expose students to employers through work placements with the view to increase employment outcomes and to participation in economic activities.

Tauondi College also has a very proud tradition of providing cultural awareness programs to the broader community (government, private enterprise, businesses, and primary, secondary, tertiary schools) across South Australia.

These important principles, established at our inception, over 40 years ago, are fundamental to who we are, how we operate and what makes Tauondi College a special place for Aboriginal and Torres Strait Islander people to come together to grow and learn.



Recruitment Process

Tauondi Aboriginal Corporation has a three stage recruitment process: application, interview and verbal referee report. At each of these stages, applicants are assessed.

1. The application

Once the applications have been received, they will be assessed by a panel to determine the shortlist for interview.

*Applicants shortlisted will be contacted via telephone to arrange an interview.
Applicants not shortlisted will be notified via email.*

2. The interview

The interview provides an opportunity for applicants to talk about their experiences and background relevant to the advertised position. The Interview usually last for approximately 40 minutes and will involve a panel of three interviewers.

3. The Verbal Referee Report

A referee report will be obtained for all applicants who are in serious contention for the position

Once the applicant has accepted the position, unsuccessful applicants will be notified via email.



How do I apply?

Your application determines whether you will get an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

You should take the following steps when preparing your application:

1. Read the Position Description

Read the Position Description carefully as it includes key accountabilities and responsibilities and person specification required for the position.

2. Prepare your application

In your application, please include following documents:

- Cover letter: write a brief cover letter introducing yourself and why you are applying for this position.
- Summary of your experience: write a 1 page summary that addresses your professional experience in similar roles in the past. Please include at least two examples of your involvement in ASQA related activities. For example, a strategy you developed to be compliant to Standard 1.1.
- Resume: include your skills, education and employment history.
- Three professional referees: include the names and telephone numbers of at least three *work related* referees who can comment on your work performance.


3. Send your application

Send your application using following methods

Via Email thr@tauondi.sa.edu.au

Via Post PO Box 409 PORT ADELAIDE SA 5015 – Attention to Tauondi HR

Late applications and/or not following the Application Kit will not be considered.

		Compliance Office Position Description			MGR01	
Prepared By:	Silvy Sanzari	Issued	03/05/2018	Copy no	1	
Authorised By	Doug Milera	Replaces		Page	1 of 4	
Reason for Amendment						

POSITIONS DETAILS	COMPLIANCE OFFICER
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	RTO
REPORTS TO:	Training and Compliance Manager
DIRECT REPORTS:	NIL
EMPLOYMENT CONDITIONS:	Full-Time - Monday to Friday 8.45-5pm (occasional weekend work)
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The aim of this position, as part of Tauondi's compliance team, is to develop, implement, monitor and continuously improve effective systems and documentations to ensure that Tauondi Aboriginal College meets all constantly changing compliance, legislative and regulatory requirements including but not limited to the National Vocational Education and Training Regulator Act 2011 and the National Vet Regulator (NVR) currently Australian Skills Quality Authority (ASQA), Australian Service Excellence Standards.</p> <p>Implement a systematic monitoring system to identify any compliance deficiencies, evaluate and recommend strategies to minimise the potential impact on Tauondi Aboriginal College. Develop training and assessment resources which are compliant and customised to suite Tauondi's students in collaboration with vocational trainers.</p>

KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Compliance Development and Improvement <ol style="list-style-type: none"> a. Implement, monitor and report on the application of strategies to address compliance issues, maintaining appropriate reporting mechanisms. b. Develop continuous improvement plans, reporting on areas requiring quality improvement. Monitor completion of plans, supporting staff to address non-compliance areas. c. Develop, review and update documents and forms as required for compliance. d. Keep up to date with compliance information and updates, including but not limited to training packages. e. Prepare and review compliance policies / procedures ensuring current and compliant. f. Validation of training products are conducted systematically. g. Provide staff training and assistance to support the understanding and implementation of standard operating procedures and compliance as required by Standards. 2. Audits

- a. Participate in compliance audit activities (as required).
 - b. Participate in any other Government agency audits (as required).
 - c. Participate in assessment validation and moderation activities, report findings.
 - d. Conduct annual internal audits (and rolling mini-audits) and report findings.
 - e. Identify areas of compliance vulnerability and risks associated by providing guidance to the management team.
3. RTO Scope of Registration
- a. Coordinate and prepare documentation required for applications for the RTO's scope of registration accurately and within timelines.
 - b. Assist in ensuring RTO's scope of registration is current and compliant at all times.
4. Contextualisation
- a. Coordinate the customisation and contextualisation of resources aligning with the appropriate AQF levels and be compliant with training package and ASQA requirements.
 - b. Develop training and assessment strategies with vocational trainers.
 - c. Develop compliant assessment tools.
 - d. Map resources and assessment tools with vocational trainers.
5. Other duties as required

The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer from time to time following agreement with the Employee.

REQUIREMENTS FOR TRAINERS AND ASSESSORS

All trainers and assessors must have:

- The vocational competencies at least to the level being delivered and assessed
- Current industry skills directly relevant to the training and assessment being provided (the minimum 5 day industry work placement yearly); and
- Current knowledge and skills in vocational training and learning that informs their training and assessment.

All trainers and assessors must undertake professional development in the fields of:

- Knowledge and practice of vocational training; and
- Learning and assessment, including competency-based training and assessment.

PERSON SPECIFICATION

Skills & Knowledge:

- Advanced skills in Microsoft Office suite of products.
- Competent in a data management system eg Document Management System (DMS), Student Management System (SMS), Client/Customer Management System (CMS).
- Solid understanding of Vocational Education and Training

- Comprehensive knowledge of Quality Standards and legislation including the NVR Act, Standards for RTO's 2015, WHS.
- Ability to deconstruct and apply regulations, standards and acts eg NVR Act 2011, ASQA, WHS.
- Ability to analyse and apply systematic evaluations and audits to ensure compliance.

(Desirable)

- Understanding of Aboriginal and Torres Strait Islander cultures, protocols, practices and communities
- Understanding of Australian Qualification Framework
- ACSF and adult literacy and numeracy development

Previous Work Experience:

- 5 years + extensive experience working within an educational setting. Experience working within an RTO will be highly regarded.
- Experience in developing ASQA compliant training and assessment resources.
- Implementation and application of NVR and ASQA standards
- Compliance experience within a training related role.
- Demonstrated ability to develop and implement quality and compliance systems, policies and procedures.
- Training and assessment resource development.
- Experience in regulatory compliance.

(Desirable)

- Working with Aboriginal and Torres Strait Islander people.
- Delivering and assessing nationally accredited courses.

Personal Attributes:

- Excellent time management, ability to determine priorities, successfully manage simultaneous and competing projects to meet internal and external deadlines.
- Excellent organisational ability and initiative, including prioritising to meet deadlines.

Demonstrated and proven:

- Works autonomously, while also being a strong team player.
 - High level of verbal, listening and written communication skills.
 - Establishing and maintaining effective relationships with a variety of internal and external stakeholders with the aim of creating awareness and promoting continuous improvement.
 - Excellent interpersonal skills, demonstrated ability to interact professionally with diverse people.
 - Ability to support, empower and skill others.
 - Ability and skills in problem solving.
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- Ethical and professional approach to employment.
 - Highly motivated and the ability to work effectively in a team environment.
 - Ability to work within an Aboriginal organisation.
 - Attention to detail.
 - Ability to maintain confidentiality.

Qualifications & Training:

- (Essential) Certificate IV in Training and Assessment, or equivalent knowledge and experience
- (Desirable) Other tertiary qualifications will be considered.
- (Essential) Current DCSI National Criminal History Record Check (or prepared to obtain).
- (Essential) Child Safe Environments Certificate (or prepared to obtain).

VISION, PURPOSE AND VALUES

Vision statement

To be the preferred provider and recognised for delivering quality services and producing exceptional outcomes to the Aboriginal Community and Partners.

Purpose statement

1. Deliver high quality training and employment services in a culturally safe environment;
2. Lead idea creation and problem solving
3. Promote cultural knowledge and understanding

Values

- **TRUST** Building strong relationships
- **ACCOUNTABILITY** Being observable and authentic
- **UNIQUENESS** Offering exceptional learning experience
- **OPEN** Creating business for new ideas and opportunities
- **NETWORK** Growing community and stakeholder footprint
- **DIVERSITY** Valuing cultures through respectful engagement
- **INTEGRITY** Conducting business truthfully and ethically

KEY RELATIONSHIPS

Internal

- Reporting to Training and Compliance Manager
- Compliance Team
- Trainers
- Student Support Team
- Administration staff

External

- National VET regulator
- Compliance Registration Bodies (National and State)
- State and Government Agencies

Acknowledgement

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed.....
(Employee)

Date ____/____/____

Signed.....
(Manager)

Date ____/____/____