# Hallam Senior College - RTO Training Coordinator (ES 2-3)

Reports to VET Manager

## Key Selection Criteria

1. Minimum Certificate IV in Training and Assessment (preferably Diploma in Training and Assessment and/or Quality Auditing)
2. Extensive training experience in an RTO
3. High level knowledge of AQTF conditions and standards of registration and VRQA Guidelines for RTOs
4. Ability to understand and interpret a variety of training packages and relevant qualifications delivered by Hallam Senior College
5. Ability to develop and implement AQTF compliant policies and procedures
6. Ability to plan for and conduct internal audits and coordinate documentation required for external audits
7. Ability and experience in writing compliant training and assessment plans
8. Ability to assist trainers to develop assessment tools and tasks relevant to a range of qualifications
9. High level communication skills and the ability to work effectively with a team of trainers/teachers
10. High level organisational skills and attention to detail
11. Knowledge of how schools function and operate as RTOs

## Specific accountabilities include:

### College Program
- Ensure HSC VET programs comply with AQTF/VRQA requirements
- Assist VET program coordinators and trainers to keep VET training resources relevant and up to date, and ensure that all VET courses delivered by HSC meet the AQTF/VRQA requirements
- Provide PD or advice for HSC VET teachers re their roles and responsibilities in an RTO

### RTO coordination
- Advise RTO management, including VET Manager, Assistant Principal and Principal, on compliance and quality issues
- Be a key member of the RTO Management Team
- Advise on and submit documentation required to maintain and extend scope of registration
- Monitor updates to training packages and existing certificates on scope
- Maintain procedures at HSC which meet audit requirements for: administration, staff, training environment & delivery, assessment, issuing qualifications and quality assurance (as per AQTF standards)
- Consolidate the RTO status of the College by promoting continuous improvement in meeting AQTF/VRQA standards, thus ensuring the ongoing accreditation of HSC as a Registered Training Organization
- Oversee and write RTO policies and procedures
- Monitor position descriptions, professional development records, CVs and qualifications, matrices etc. on staff registers
- Oversee version control

### Financial Responsibility
- Liaise with VET Manager regarding budget requirements of maintaining HSC’s RTO status, extending scope, and meeting the audit requirements

### Marketing and public relations
- Present HSC as a quality VET provider
- Monitor marketing materials (including website information) for accuracy to ensure compliance
- Provide advice on the development and currency of marketing materials to the RTO Management Team

### Communication/Liaison with stake holders
- Assist the VET Manager with the monitoring of Memoranda of Understanding/Agreements with other training organizations delivering training to HSC students

### New program development
- With RTO management, review and identify the range of vocational programs for implementation, taking into account student and industry needs and the College’s ability to provide the program

### Assessment and reporting
- Ensure that all courses on the College’s scope of registration have:
  1. Clearly defined assessment procedures
  2. Sufficient samples of student work retained
  3. Adequate procedures & policies
  4. Annual reviews of assessment processes
  5. Proper procedures for issuing AQTF certificates.

### Evaluation/Internal Audit
- Arrange and plan a schedule for an annual internal audit of HSC’s RTO functions, reporting results to Principal Team and RTO management (including construction and implementation of a Continuous Improvement Calendar)
- Plan for external audits with RTO management