



VET Compliance Officer (Casual Position), Canberra

A unique opportunity exists for a self-driven and experienced Compliance Officer to coordinate several aspects of compliance within the RTO.

Beginning immediately, this is a casual position (approximately 5 hours / week) with a review in 3-months.

As the company is technically in a start-up position despite having an 11-year history, there is definitely room for growth – as the company grows, your hours can increase. The position requires an industry professional with significant breath of experience in the complex and ever evolving VET sector. The position is also ideal for someone who has semi-retired from a full-time position in the VET industry.

The Company

The WISE Academy Pty Ltd (RTO88136) is an ACT based Registered Training Organisation that delivers accredited training in the ACT as well as non-accredited training online and in QLD. We currently have Certificate III and IV in Fitness on scope as well as the Certificate III in Micro Business Operations and the Certificate IV in New Small Business. There are other opportunities in the pipelines for non-accredited training internationally.

The Role

As the Compliance Officer, you will be responsible for accurate regulatory compliance, including maintenance of the RTO's accreditation with the AQF specifications, the Standards for NVR, the Australian Skills and Quality Authority (ASQA) as well as all other State (mainly ACT Skilled Capital) and Federal Funding agreements.

You will have preferably a minimum of 3 years proven experience working within a VET compliance related role. The role requires you to deliver a range of services related to enhancing our compliance to the regulatory bodies. The role will include:

- Ensure the RTO remains compliant in all aspects of its operations through implementation of the Quality Management System
- Ensuring that risk is managed appropriately through proactively identifying quality issues in student files and/or records
- Manage risk through active involvement of regular internal audits to ensure services are delivered in line with ASQA and funding body regulations
- Assist in the preparation of and participate in external audits
- Work closely with management and other organisations, to develop and improve the quality of compliance frameworks
- Maintain currency on ASQA & AVETMISS, compliance requirements and report on potential implications and timing of any proposed/intended changes to the Management.
- Consistently develop and maintain process improvement across all aspects of compliance
- Assist with other RTO administration and /or other duties where necessary and as required.



The Successful Candidate

- Certificate IV in TAE (desirable)
- Extensive experience within compliance in the VET sector – preferred minimum 3 years industry experience
- Experience dealing with ASQA, and other state regulatory bodies
- Extensive experience in regulatory compliance under ACT funding arrangements
- Proven experience in rectifying outcomes of internal and external audits to ensure the RTO remains compliant with the standards at all times
- Exceptional attention to detail and organisational skills
- Demonstrated experience in collating and analysing data to produce reports
- Strong technical working knowledge of VETTRACK
- Excellent computer skills
- Excellent written and verbal communication skills
- Enjoys working in a 'virtual' environment
- Must be able to work independently

Only those who can cover all of the essential criteria need apply. Only shortlisted applicants will be contacted.

How to apply

Suitably qualified candidates who meet the essential requirements can make further enquiries in relation to the position can be made by calling Dr Dion Klein on 0409 817 584.

Applications including a cover letter and full resume can be forwarded by email to drdion@wiseacademy.edu.au