Position Description
RTO Administration Trainee

Endless Opportunities

The Inner Melbourne VET Cluster

The Inner Melbourne VET Cluster Inc (IMVC) is a not for profit incorporated association, originally established to broker vocational programs for secondary schools in the Inner Melbourne region. As a key driver of vocational education, the IMVC has generated a high level of co-operation and trust, leading to well-developed collegial working relationships amongst schools in five local government areas.

In recent years, the IMVC's service capacity has grown to include providing career development services and re-engagement programs, to connect young people with career information so that they can make informed choices about their future career direction. The IMVC has a wealth of experience in the provision of transition services. Through a client-centred approach the IMVC combines personal and skills development, with practical experience and assistance, to enable young people to make individual, tailored transitions towards social and economic independence, engaging them in education, further training or employment.

Our programs include: Accredited and pre-accredited training, VCAL, VET in Schools Coordination, Workplace Learning, Case management Services and Supports, Social Enterprises, Career and Transition initiatives, National Disability Coordination, Pre-employment and Re-engagement programs.

IMVC Vision:
"Linking the energy and potential of young people and marginalised cohorts with industry, government and community"

Time Fraction:	1.0 EFT
Salary Range:	Award Traineeship – Cert III or IV in Business Administration
Responsible to:	Vocational Training Manager
Hours:	7.6 work hours per day between 8.00am – 5.30pm
Sick Leave:	10 days a year
Holiday Leave:	20 days a year

The position is for a 12-month contract period ending June 2021. Appointment will be made subject to three months' probation, periodic performance reviews, and clearance from a police background check with regard to working with young people. Superannuation will be paid by the IMVC at the prescribed rate as specified within the Superannuation Act.

Job Summary

The primary task of the RTO Administration Trainee is to provide administrative support for the Registered Training Organisation. This includes taking bookings and enquiries from schools, employers and the general community. Other responsibilities will include data entry into student management systems (eg VETtrak and VASS), compliance checking and assisting the RTO team in general.

Reporting Relationships

The RTO Administration Trainee will report to the Vocational Training Manager or other authorised persons from time to time.

Key Accountabilities

1. Assist the Vocational Training Manager with administrative support required for the successful implementation and management of the RTO, including:
    - Monthly accurate data entry of student enrolments, student results, student attendance & AQTF quality indicators on VETtrak
    - Ensure data reported is accurate and consistent with actual training delivery and supported by evidence of participation
    - Checking enrolment forms for fee exemptions such as concession or the Indigenous Completions Initiative, and recording these accurately in VETtrak
    - Ensuring that VETtrak, VASS and AVETMIS updates are loaded onto the Student Management System (SMS), in a timely manner to ensure that data uploaded by IMVC complies with the respective standards, guidelines and contracts
    - Monthly SVTS data reconciliation and downloading the SVTS report to check correct payments have been received for students
    - Preparation of VCAL eligibility reports
    - Assisting with student enrolments, as required
    - At the completion of a course or at withdrawal student files are to be checked as accurate
    - Assist various team leaders to disseminate information to relevant IMVC stakeholders
    - Assisting the team with timetabling, class requirements and resources for RTO programs

2. Provide administrative support to IMVC including:
    - Assisting to answer phone and direct enquiry to the appropriate person
    - Ensure all files are archived according to IMVC policy and procedure
    - Attend and participate in team meetings as scheduled
    - Other duties as assigned by the Vocational Training Manager

Qualifications

Completion of Year 12 or equivalent is preferred but not essential

Key Selection Criteria

- The ability to listen, learn and acquire new skills
- Willingness to undertake a business administration traineeship
- Strong computer skills including the ability to use MS Word, Excel, Outlook and the internet
- Ability to develop a thorough understanding of contractual and compliance requirements
- Strong attention to detail and ability to check work for accuracy
- Excellent communication and customer service skills
- Capacity to collaborate and work as part of a team
- Ability to organise and prioritise tasks, problem solve and ask questions when needing further clarification
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children, and of children with diverse needs and/or backgrounds