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**RTO Administrator**

**Position Description**

**IMVC (Inner Melbourne VET Cluster)**

The Inner Melbourne VET Cluster (IMVC) is a progressive not-for-profit organisation that has been providing vocational education and training programs, and employment services for young people experiencing disadvantage for over 20 years. Our purpose is to develop the confidence, education, and employability skills of young people to ultimately allow them to transition into work and independence.

IMVC was originally established to broker vocational programs for secondary schools in the Inner Melbourne region. As a strong advocate and leader of vocational education, the IMVC has well-developed collegial working relationships amongst more than 120 schools in five local government areas.

Over the last 10 years IMVC’s service capacity has expanded to include:

* Accredited and pre‐accredited training
* Work-readiness and re‐engagement programs
* Coordination of VET Delivered in Secondary Schools
* Case Management services
* Career and Transition initiatives
* National Disability Coordination

IMVC is a Registered Training Organisation, delivering Hospitality, Salon Assistant, Retail Cosmetics, and Screen and Media training programs in accordance with the Australian Quality Training Framework /VRQA standards.

**Position Title:** RTO Administrator

**Time Fraction:** 1.0 EFT

**Hours:** 7.6 hrs a day flexible by negotiation

**Sick Leave:** 10 days a year

**Holiday Leave:** 20 days a year

The position is for a contract period ending 31 December 2023. Appointment will be made subject to three months’ probation, a Working with Children Check; clearance from a police background check, and evidence of meeting the COVID-19 vaccination requirements set by our site, the Department of Health, and the Department of Education (fully vaccinated against COVID-19 or medically exempt).

**Job Summary**

The primary task of the RTO Administrator is to provide general administrative support for the Registered Training Organisation management, team, and clients. This includes:

* Administering enrolments and maintaining student records
* Ensuring accurate and timely data-entry
* Being first contact for assisting clients, schools, the public and trainers with RTO related enquiries
* Ensuring administrative dates are met and compliance documentation is completed accurately for all programs.

**Reporting Relationship**

The RTO Administrator will report to the Vocational Education & Training Manager

**Key Accountabilities:**

**Administration**

* + Maintenance of our Student Management System VETtrak: managing and maintaining student enrolments, student results, student attendance & assessments, ensuring data accuracy and consistency with training delivery.
  + Administration of our Learning Management System aNewSpring ensuring connectivity with VETtrak, program set-up and appropriate use by trainers.
  + Skills First Administration: Conduct student pre-training reviews and enrolments, including student eligibility assessment, and Trainer Evidence of Participation. Undertake monthly uploads and ensuring data reconciliation and reporting as required.
  + Administer the VETDSS requirements for our students: Liaise with trainers and VET Co-ordinators to ensure scored assessments are on track and end-of-year data is finalised in a timely manner and reported to appropriate bodies.
* Administer RTO Compliance requirements: Collect, analyse, and submit data on Quality Indicators, assist with annual document preparation, annual end-of-year data uploads in January, assist with internal audits.
* Ensure all files are maintained and archived according to IMVC policy and procedure.

**Customer Service**

* Being first point of contact for RTO enquiries, and direct enquiries to the appropriate person, take messages and assist clients when directed
* Assist the team with various activities such as venue preparation, scheduling, monitoring student numbers, events, class requirements and resources for RTO programs
  + Co-ordinate team meetings, agendas and minute taking.
* Other duties as assigned by the Vocational Education and Training Manager

**Preferred Qualifications & Knowledge**

Must have working knowledge of Registered Training Organisation requirements and basic compliance information, along with the education system within Victoria.

**Key Selection Criteria**

The RTO Administrator will have:

* Previous experience working in an RTO using VETtrak.
* Familiarity with VRQA requirements, ACFE and Skills First Funding contracts
* High-level computer skills (Microsoft 365)
* Ability to organise and prioritise tasks, problem solve and ask questions when needing further clarification
* Excellent teamwork, communication, and interpersonal skills including mature and professional approach to customer service
* Good attention to detail with work and able to feed back issues to management in a professional manner.