



Position Details	
Position Title	RTO Compliance and Curriculum Officer
Location	<p>Training and Employment Centre 3 Frederick Road, Royal Park</p> <p>(You may be required to work at other sites within the employer's establishments to meet business requirements. You may also be required to work at member sites, host sites and other external sites).</p>
Reports To	Quality and Compliance Manager
Financial Accountability	N/A
Management Responsibility	N/A
Special Conditions	Some out of hours work may be required.

Position Responsibilities	
Purpose of the Position	The RTO Compliance and Curriculum Officer supports the development of the MTA training curriculum as well as assisting the Quality and Compliance Manager in ensuring the RTO maintains compliance with the VET Quality Framework (VQF), including the Standards for Registered Training Organisations (RTOs) 2015.

Responsibility (1)	
Content Development	Assist in the development of resources, materials and assessments for all training packages and accredited units of competency on the MTA scope as directed.
Purpose of Activity	To ensure the student experience is innovative and compliant and in line with the standards set out in the Australian Skills Quality Authority (ASQA) and VET Quality Framework (VQF).
Job Roles associated with activity	<ul style="list-style-type: none"> • Assist in the development of new training content and materials in line with ASQA's Guide to Developing Assessment Tools • Updating of existing training content and material in line with the validation process • Consider adult learning principles in developing curriculum and

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	<p>assessment tools</p> <ul style="list-style-type: none"> • Make content recommendations • Establish and maintain relationships with Trainers and RTO staff to coordinate content and provide feedback.
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Responsibility (2)	
Systems Content	Assisting with the management of the curriculum resources and assessment materials in the MTA's student management system (VET Campus) and associated systems not limited to, but including Smart Sheet and Share Point.
Purpose of Activity	To ensure all resources and assessment material assessable by the MTA trainers and assessors, and the students are current versions, up to date and functional on all systems.
Job Roles associated with activity	<ul style="list-style-type: none"> • Assist in the administration of resources and assessment tools in VET Campus, including uploading of materials and content. • Assist in the maintenance of the resource library in Smart Sheet and Share Point. • Maintain relationships with MTA trainers, assessors, to assist in content and system development • Participate in audits on systems to manage content versions

Responsibility (3)	
Compliance Activities	Assist in the identification of compliance related challenges and participate in compliance related activities in the RTO.
Purpose of Activity	To ensure the MTA maintains our compliance as an RTO in a range of specific activities as directed.
Job Roles associated with activity	<ul style="list-style-type: none"> • Assisting with day-to-day compliance in conjunction with the Quality and Compliance Manager. • Assisting in the implementation of the RTO's Continuous Improvement Framework • Participating in external ASQA and DIS audits, internal audits, monthly assessment quality checks and marketing reviews • Assisting in the assessment validation process • Maintaining the trainers files • Assisting the Quality and Compliance Manager with Training and Assessment Strategies

Responsibility (4)

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Project Management	Involvement in business projects within your scope of responsibility, as directed by the MTA.
Purpose of Activity	To ensure the MTA continues to grow and maintain business activities and explores new activities and projects.
Job Roles associated with activity	<ul style="list-style-type: none"> • Participation in specialised short term and long term projects within your job role to support the RTO • Providing reports to the MTA project lead in line with project scope.

Responsibility (5)	
Continuous Improvement Culture	Participate in a supportive environment for the development of a culture of continuous improvement
Purpose of Activity	Participate in developing a culture that is supportive and instrumental in maintaining compliance with all relevant agencies and associated legislation.
Job Roles associated with activity	<ul style="list-style-type: none"> • Work collaboratively with all MTA staff • Demonstrate accountability and drive for change • Identify areas of improvement in all aspects of your scope of responsibility

Knowledge, Skill and Experience Requirements	
Qualifications	<ul style="list-style-type: none"> • Certificate IV in Training & Assessment (preferred)
Knowledge	<ul style="list-style-type: none"> • Ability to analyse training package requirements and conduct training needs analysis to develop training materials and course content • Strong writing skills for developing documentation. • A good understanding of the National VET Regulator requirements and standards for a registered training organisation
Skills & Attributes	<ul style="list-style-type: none"> • Experience in development of eLearning material • High proficiency in Microsoft Office including PowerPoint and Presentation material • Ability to deliver on projects within timeframes • High level attention to detail • Highly developed written and oral communication skills • Excellent interpersonal and relationships building skills

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Personal alignment with MTA Values	<p>Teamwork: Working together, empowering and supporting one another to achieve our common goals</p> <p>Achievement: We do our best to exceed expectations, striving for innovation in our delivery of relevant and valued services</p> <p>Accountability: We take ownership of all that we do, each taking responsibility for our part in delivering high quality services</p> <p>Respect: We understand, acknowledge and appreciate the needs, opinions and values of everyone by embracing the diversity we have within our organisation.</p> <p>Excellence: We strive to do and be the best in all that we do every day.</p>
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I HAVE READ AND DISCUSSED THE CONTENTS OF THIS POSITION DESCRIPTION WITH THE UNDERSIGNED RTO REPRESENTATIVE. I ACCEPT THE CONDITIONS AS STIPULATED ABOVE.

NAME	SIGNATURE OF INCUMBENT
RTO REPRESENTATIVE	POSITION
SIGNATURE OF RTO REPRESENTATIVE	DATE