Compliance Officer - Education

The Deaf Society has been the leading provider of specialist services for deaf, deafblind and hard of hearing people and their families in NSW for over 100 years. We are also a Registered Training Organisation (RTO 91243) providing a range of courses for deaf, deafblind, hard of hearing and hearing people.

We are committed to delivering quality accredited courses in Auslan, CGEA (Curriculum General Education for Adults) and FSK (Foundation Skills) as well as a range of non-accredited training.

The Compliance Officer—Education role is to provide support to trainers, assessors and staff within the framework of the Vocational Education and Training (VET) regulatory body and specified government agencies.

What we offer:
- Full Time position.
- Rewarding role with a variety of responsibilities.
- Well established, close-knit team and supportive management.
- Attractive remuneration, plus salary packaging benefits.
- An opportunity to enrol in a Certificate II in Auslan course.

You will work with trainers, assessors and staff to:
- Develop and validate assessment tasks in line with requirement for each qualification and units of competency.
- Maintain the continuous improvement register including opportunities of internal and external validation.
- Create and administer a robust training and professional development calendar for trainers, assessors and staff identified by the RTO.
- Conduct ongoing desk audits of the RTO’s policies and procedures against the regulatory body’s standards.
- Identify and document VET Department critical dates.

To be successful you must have:
- Previous experience in a similar role.
- Demonstrated understanding of Australian Skills Quality Authority (ASQA) requirements for RTOs under the Standards for Registered Training Organisations (RTOs) 2015.

Applications close 9am, Friday 27 January 2017.

Interviews will be held on Thursday 02 February 2017 in our Parramatta office.

For further enquiries or to apply, please email John O’Neill at joneill@deafsociety.com.

You need to address all the above criteria and attach your resume.

Deaf Society is an EEO employer. Applicants need to have a current police check.