	JOB DESCRIPTION Curriculum and Assessment Leader VET
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Classification Level:	Education Manager 3	Position Number:	
Location:	555 Latrobe Street Melbourne	Appointment Type:	Full Time
Work Area:	Education / VET Operations (Melbourne)		

INSTITUTE CONTEXT

William Angliss Institute is the government endorsed specialist training provider for the foods, tourism, hospitality and events industries and is recognised as Australia's leading provider of training for these key industry sectors. The Institute aims to provide excellent vocational education and training services for industry, students and government in Victoria, Australia and internationally.

Programs offered by William Angliss Institute range from one-day courses and weekend industry training, through to apprenticeships, nationally recognised certificates and two-year full-time advanced diploma programs. Specialist degree programs extend the Institute's portfolio to provide higher level business and management education. Close links with industry and continuing innovation in the delivery of services ensure the relevance of programs to today's workplace.

JOB PURPOSE

The Curriculum & Assessment Leader VET is accountable for assisting the Institute to achieve its objectives by managing the delivery of government subsidised programs and fee for service quality education and training in accordance with the vocational education and training quality Standards for Registered Training Organisations 2015 (SRT0).

The Curriculum & Assessment Leader VET is also responsible for providing leadership and assistance to Program Leaders and Teachers in supporting all learning and teaching to ensure the delivery of quality government subsidised and fee for service programs provided to students and industry clients.

PRIMARY OBJECTIVES OF THE JOB

Reporting to the Manager Vocational Education and Training (VET), will oversee the planning, managing and monitoring the systems and processes by which curriculum and assessment is designed, developed and delivered for VET at WAI.

The primary objectives of this position are to:

Ensure that the highest standards of education and training are realised in educational programs and services provided to students and industry clients to ensure the Institute maintains its position as a leader in the delivery of foods, hospitality, tourism and events programs.

Manage and support the development and implementation of single source training and assessment resources (SSTAR), including the development of learning materials on the Institute's learning management system (LMS), for delivery across all of the Institute's delivery locations.

Embed a quality assurance framework to ensure a cycle of excellence from Training and Assessment Strategy (TAS) development to course delivery, conducting assessments, collecting feedback, to course validation and review for continuous improvement.

Take a lead role in training and supporting Program Leaders, Coordinators and Teachers in writing TAS documents, conducting program reviews and unit validations, and following end of unit surveys procedures for continuous improvement of curriculum.

Contribute to the planning and monitoring of financial budgets to ensure that revenue and expenditure is within forecast/approved budgets.

Provide consultative management when working with Program Leaders, Coordinators, Teachers and other stakeholders to maintain the quality and integrity of all programs and ensure consistency of delivery across the Institute's locations for the benefit of students, their employers and industry.

Ensure current teaching and assessment strategies incorporate new knowledge, learning and teaching approaches aligned to industry needs and benchmarks.

Encourage the anytime, anywhere approach to learning and development of interactive online resources to compliment face-to-face teaching.

Take a leadership role through a range of activities including mentoring, management, and leading innovative and strategic practices for the implementation of the Institute's EdEx priorities. Ensure compliance of VET programs with the legal requirements expressed through the Institute policies and procedures, applicable to planning of teaching activities at William Angliss Institute.

Enhance the reputation of William Angliss Institute by behaving in a professional and ethical manner in all situations.

Comply with the Institute and Public Sector Code of Conduct, Occupational Health and Safety Policy and Procedures, Child Safe Policy and Procedures, Managing Diversity Policy and Procedures, the Victorian TAFE Teaching Staff Agreement (MEA) and any other relevant legislation, policy, procedures or practices.

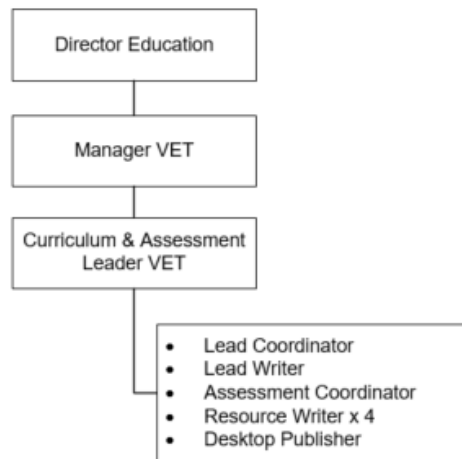
REPORTING & WORKING RELATIONSHIPS

As a member of the VET Education Delivery area, the position will report directly to the Manager Vocational Education and Training, and will have a network of working relationships with other managers, coordinators, teachers and administrative staff.

Manager:	Manager Vocational Education and Training
Director:	Director Education
CEO:	William Angliss Institute

The Manager Vocational Education and Training is responsible for leading the VET delivery area and with the management reports, manage and coordinate both government funded and fee for service delivery.

The Curriculum & Assessment Leader VET has responsibility for the curriculum development team of single source training and assessment resources (SSTAR).



In addition to the primary purpose and objectives of the position listed above and those specified for a Teacher Classification in the Victorian TAFE Teaching Staff Agreement 2018, the requirements and typical functions of positions at Education Manager Level 3 (EM3) are consistent with the following:

TYPICAL FUNCTIONS

- Represents the organisation both internally and externally in a range of government and industry contexts both locally and internationally
- Takes a leadership role within the Institute through a range of activities including mentoring, management, leading innovative and strategic practices
- Contributes to the strategic planning processes of the Institute
- Communicates the institute's strategic directions effectively within and without the Institute
- Applies regulatory requirements concerning Intellectual Property
- Participates in and manages complex negotiation and dispute resolution situations
- Reviews information, data and systems to make sound business and training decisions
- Designs, develops and customises e- learning resources to support the delivery of a range of qualifications
- Collaborates with other research organisations
- Manages and monitors the documentation of all reporting for quality and compliance purposes within the teaching department.
- Plans for, manages, monitors, and evaluates the development of learning resources in the program area
- Oversees the management of students in the online environment
- Manages and monitors the human and physical resourcing of the department
- Benchmarks programs
- Leads the review of knowledge management systems
- Participates in both state and national moderation and validation processes
- Understands and applies project management principles

JUDGEMENT AND ACCOUNTABILITY

- Manages and monitors planning for teaching program delivery to ensure learning theories are applied to address a variety of learning styles
- Designs, develops and customises e-learning resources to support the delivery of a range of qualifications
- Collaborates with other research organisations
- Manages and monitors the preparation of tenders for contracts
- Manages staff, financial and capital resources to maintain a financially sustainable department
- Conducts feasibility studies on proposed and existing commercial courses
- Consults with and advises potential clients including students, business, industry or

- community groups on training products and services available
- Manages contracts
- Represents the Institute in broad range of external environments
- Facilitates online accesses for commercial clients
- Facilitates development of online content for commercial ventures
- Mentors others in management and leadership of learning environment
- Manages course resource needs
- Responds to change innovatively and flexibly
- Oversees and/or leads the development of online learning strategies for the use of
 - Online learning materials
 - Online learning platforms
 - Tools for online learning facilitation and assessment
 - Networks for online learning facilitation and assessment
- Oversees and/or uses a wide range of formal and informal online technology to facilitate and assess qualifications
- Manages and monitors departmental class resources.
- Maintains currency of learning and assessment materials including RPL and workplace assessment documentation
- Leads teams in the research, use and application of a range of delivery and assessment Strategies across teaching programs
- Oversees and/or manages and monitors moderation processes for the department
- Oversees and/or leads and manages validation processes for the department
- Oversees and/or leads and manages reviews and evaluations of the departmental processes for continuous improvement in achievement of outcomes
- Manages and monitors planning of schedules and resources for delivery and assessment

ORGANISATIONAL RELATIONSHIPS AND IMPACT

- Has the responsibility for compliance with the regulatory framework within which VET programs are delivered
- Demonstrates knowledge and understanding of funding structure
- Demonstrates knowledge and understanding of key global, national and state drivers to inform decision making
- Demonstrates knowledge and understanding of principles of statistical analysis
- Demonstrates awareness of theoretical principles, processes and drivers relating to moral and ethical values which inform human behaviours such as:
 - Decision making
 - Critical thinking and analysis
 - Modes of communication
 - Means of conducting negotiation
 - Group and individual dynamics
- Identifies and accesses sources of information for current literature and research on education and learning in the e- learning context
- Demonstrates knowledge of awards and agreements
- Demonstrates comprehensive understanding and routine application of the AQTF2010 and the VRQA Guidelines for VET providers
- Demonstrates understanding and applies legal and regulatory requirements for the VET context
- Identifies VET pedagogical support materials, frameworks and professional development pathways to assist colleagues in addressing skill gaps
- Identifies and accesses sources of information for current literature and research on education and learning in the e- learning context

- Sources and accesses Higher Education Funding and research
- Manages and monitors project management frameworks
- Understands and applies the principles and protocols of consultancy
- Understands and applies market research principles
- Identifies and accesses funding sources
- Understands, applies and monitors legal and regulatory frameworks
- Provides evidence of current industry relevant qualifications and training qualification as outlined by Training Packages
- Demonstrates and applies current knowledge of federal and state regulatory requirements relevant to courses being overseen and delivered
- Demonstrates current knowledge of broader VET issues in the area of delivery and assessment of qualifications
- VET issues in the area of delivery and assessment of qualifications
- Understands and applies advanced teaching methodology including consideration of
 - Global cultural differences
 - Future technologies and
 - Implementation strategies
- Understands and applies AQF requirements for assessment moderation and validation
- Understands, accesses and applies the Institute's processes in documenting and reporting of outcomes
- Knowledge of e- learning, distance modes and systems

SPECIALIST SKILLS & KNOWLEDGE

- Demonstrated conflict resolution skills.
- Demonstrated negotiation strategies.
- Demonstrated highly developed teaching skills.
- Extensive knowledge and demonstrated skill of at least one teaching area.
- Demonstrated understanding of the application of the full range of teaching methodologies, techniques and standards appropriate to subject areas within management/leadership role.
- Keep abreast of and advise on current and emerging education trends.
- Develop effective processes for the evaluation and validation of programs, systems and structures within or external to TAFE.
- Develop and maintain quality control systems.
- Apply research, analytical and innovative skills.
- Apply extensive knowledge and experience in specialist expertise area/s.

Corporate requirements of the position include:

- Contribute to the application of good people management practices within the worksite by actively gaining an awareness of and supporting the Institute's People Management policies/procedures and guidelines.
- Contribute to the occupational health, safety and welfare of Institute staff, students and members of the public by complying with approved and established safe working procedures and OH&S policies and legislation.
- Contribute to the protection of children by complying with Child Safe policies, procedures and legislation including responding to student concerns of child abuse and reporting suspected child abuse.
- Meet the requirements of the Institutes policies and procedures, its operational systems and legislative requirements related to teaching at William Angliss.

- Ensure compliance and alignment with the requirements under the Victorian TAFE Teaching Staff Agreement (MEA)
- Support the Institute's Performance Agreement with Higher Education and Skills Group (HESG) by gaining Information Communication Technology (ICT) competency, and to assist the Institute to meet its aims in relation to flexible, innovative training delivery.
- Be familiar and ensure compliance with the relevant state and territory Vocational Educational and Training (VET) Government Funding Contract at all times by meeting contractual requirements of the Contract(s) and ensuring all staff are aware of their responsibilities mandated by the Contract(s). Ensure that internal and external audit recommendations that relate to the relevant VET Government Funding Contract(s) are actioned and implemented on a timely basis and reported accordingly.

Notes:

- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Specific performance targets will be negotiated as part of the Institute's regular performance planning and review process.

KEY SELECTION CRITERIA

- Applicants require an approved degree, diploma or certificate in a relevant vocational area and approved industry experience.
- An approved course of teacher training accredited at Australian Qualifications Framework Level 6 which includes supervised teaching practice and studies in teaching methodology or equivalent and a Certificate IV Training and Assessment (TAE 40116).
- Demonstrated ability and experience in leading a team in the development and implementation of innovative vocational learning and assessment resources that meet the needs of a diverse range of students and clients, in a challenging and changing environment.
- Proven experience conducting program reviews, industry advisory group meetings and unit validation.
- Experience in the management of a quality assurance framework.
- Experience in developing resources for and teaching online with learning management systems.
- Proven experience in teaching and coaching peers.
- Ability to research and initiate continuous improvement strategies for ensuring current and quality curriculum and assessment strategies for flexible modes of learning.
- Comprehensive understanding of the current VET environment and the challenges and opportunities for the program and the Institute in that environment.
- Demonstrated behaviours that align with the William Angliss Institute Values.

SPECIAL CONDITIONS

The successful candidate will be required to provide a current Police Check and a Working with Children Check (employee) prior to commencement.

WILLIAM ANGLISS INSTITUTE STRATEGY 2021 – 2023

Statement of Vision: To be the first choice educational provider of foods, tourism, hospitality and events locally and internationally.

To deliver the highest quality specialist vocational and higher education programs to inspire and empower our students whilst adding value to our industry and community.

Business Strategy: To be the first choice provider of foods, tourism, hospitality and events education training and industry services.

To use differentiation, based on William Angliss Institute's specialist expertise, broad range of programs (vocational and higher education) and quality of facilities, our connection to the industry community and our corporate experience.

To grow in a manageable and profitable manner working to achieve the owner's target for financial sustainability.

STRATEGIC THEMES

William Angliss Institute has established a 10 year vision of its strategic priorities. In looking to 2023 the seven strategic priorities are:

- Enhancing program flexibility
- Broadening the Institute's scope, integration and specialisation
- Developing and expanding international partnerships
- Developing a national operating network
- Becoming a recognised part of higher education
- Developing an applied research capability
- Investing in facilities and infrastructure

The 2021-2023 Strategic Plan sits within the 10 year planning horizon.

William Angliss Institute's Strategic Plan 2021-2023 seeks to support:

1. Education excellence
2. Enhancing student experiences
3. Partnerships
4. International development
5. Innovation
6. Sustainability

INSTITUTE VALUES

Personal Responsibility:	accountable, responsive, with integrity, respect and impartiality and acknowledging human rights
Inspiration:	passionate, stimulating and optimistic
Empowerment:	nurturing, encouragement and challenging
Community:	sharing, partnership and connections
Expertise:	leadership, innovation and industry practice