

Position Title: VET Administrator	Business Unit: Student Operations
Reports To: Head of VET	Direct Reports: No
Employment Type: Part Time (0.8 FTE)	Classification: General Staff Level 5 – Education Services (Post Secondary Education) Award 2020
Budget responsible for: N/A	Location: Wellington Street Campus

Purpose of the Role

At Collarts, our Vocational Education and Training (VET) programs empower learners with essential foundation skills and industry-relevant knowledge, creating a strong stepping stone into future academic and career success. Through hands-on learning and real-world experience, students gain the courage, creativity, and mastery needed to transition into higher education seamlessly. By building a solid educational foundation, we equip our students with the tools to thrive, innovate, and shape their futures in the creative industries.

The VET Administrator is a crucial team member of our VET team; responsible for providing administrative and educational support to ensure the smooth operation of VET courses and enhance the learning experience for students.

The VET Administrator plays a pivotal role in supporting the delivery, compliance, and quality assurance of the Vocational Education and Training (VET) programs. The position ensures learning resources, assessments and relative compliance documentation (policies and procedures) are current and adhered to. Additionally, the role develops and nurtures positive relationships with auspice schools and trainers and coordinates workshops and inductions in support of delivery of the VET program.

Given the nature of the role, the VET Administrator will need to be a self-starter and operate with a high degree of autonomy and confidence. They will represent Collarts policies, processes, systems and services to the VET community of students and staff, becoming the operational face of Collarts for key administrative periods and being available via phone or Teams for support during the remainder of the academic year.

This position is based at the Wellington Street campus in Collingwood with a requirement to be present and visible at the other campuses on a regular basis. In this role there may be occasional times when working outside of normal hours is necessary to coordinate events, meet project deadlines or operational needs. There are seasonal peak periods between September to March each year where this role is crucial in the service delivery.

Strategic Goals the role contributes to the success of achieving

We will partner with the National Institute of Circus Arts, accrediting their VET and HE courses that deliver outstanding, global careers for the world’s best circus artists. We will create value through collaboration, adding student placements, pathways and programs.

We will be a trusted voice on new technologies, producing up-to-the-minute education as solutions emerge. We will ensure students and graduates stay skilled for new roles and provide employers with know-how on emerging technologies for sustainable futures.

We will better prepare students for study with foundation courses that build capacity, capability and confidence. Our student support will be world-class, adapting to the needs of our diverse cohorts. We will partner with students to codesign an outstanding student experience.

We will give Collarts students access to new curriculum opportunities, including electives, shared units, double degrees, UG certificates, VET qualifications and professional accreditations that boost their artistry, entrepreneurship and employability and fill our classrooms. We will keep alumni and industry partners up to date with the latest skills and knowledge via short courses.

We will be relentless in our pursuit of seamless, efficient ways of working, leaving creativity for the classroom. Our operations roadmap and financial plan will focus on taking the effort out of administration and delivering improved, sustainable margins.

Key Outcomes

- Strong and professional relationships with trainers, partner schools, and stakeholders
- LMS and SMS are up to date and integrations are completed within required timeframes
- Collarts are compliant with RTO standards
- Resources, assessments, and compliance documentation remains contemporary and accessible
- VET enquiries are responded to in a timely manner
- VET Team is effectively supported by the role

Key Accountabilities

The following accountabilities are not exhaustive, and others may be included as directed and in alignment with the role classification level.

Administrative and Student Support

- Act as the first point of contact for support and guidance for schools and trainers
- Monitor and manage the VET support email and respond to enquiries in timely manner
- Coordinate VET student enrolment lifecycle, including partnership contracts and occurrences
- Maintain current student records in LMS and SMS
- Follow up with at risk students and monitor attendance in coordination with the schools
- Process and follow-up outstanding results
- Address USI issues and follow up errors
- Ensure accurate integration between the LMS and SMS
- Assist with accounts administration tasks
- Complete data entry tasks for VET related information systems
- Prepare and distribute student documentation in line with trainer support documentation
- Coordinate partnership contracts and manage peak transaction periods
- Contribute to the development of positive relationships with schools, trainers and other stakeholders

- Generate and execute all VET related communications to internal and external stakeholders
- Provide timely administrative support to the VET team

Compliance and Quality Assurance

- Conduct and coordinate unit and assessment validation in collaboration with trainers and other stakeholders
- Collaborate with the Head of VET to address regulatory requirements including policy and procedures and update compliance registers
- Support and prepare for internal and external audits

Education coordination and facilitation

- Organise and deliver teacher inductions and complete site audits
- Design and develop learning materials and assessments to support units of competency; and contribute to validation of assessments
- Maintain and update assessment development tools to ensure alignment with curriculum and compliance requirements
- Coordinate the preparation and distribution of educational materials and resources for teaching staff
- Coordinate and deliver engaging workshops both on campus and in schools
- Facilitate and promote professional development sessions for trainers
- Monitor and manage teacher approval to deliver requirements in line with the commencement of the academic year

Selection competencies

Essential competencies

- Hold a qualification at a Certificate IV or higher within the Creative arts industry
- Hold a Certificate IV in Training and Assessment (TAE40122 or equivalent)
- Minimum two years' experience in a similar role within an RTO environment
- Strong understanding of the VET sector, including compliance requirements and best practices
- Knowledge of VET and VDSS sector standards and compliance
- Proven ability to manage relationships with diverse stakeholders
- Experience in resource development, assessment validation, and policy reviews
- Excellent organisational and time management skills, with the ability to meet tight deadlines
- High-level communication and presentation skills for facilitating workshops
- Proficiency in data entry, monitoring, and maintaining records with accuracy
- Commitment to supporting student success and enhancing the educational experience through contemporary improvements
- Familiarity with assessment design, mapping, and validation processes

Desirable competencies

- Experience using Canvas as a LMS
- Experience working with VETtrak SMS
- Experience supporting VET creative arts qualifications via Auspicing, third party and direct delivery

Our Collarts Values

All employees are required to conduct themselves in accordance with the Code of Conduct and associated Human Resources policies and uphold Collarts core values of:

CURIOSITY Play, have fun, try new things, experiment, adapt and learn. Accept ambiguity and uncertainty. Embrace nuance and complexity. Ask questions and be open minded.

KINDNESS Get to know people, be gentle and respectful. Ask for help and help others. Be generous, humble and compassionate. Make kindness the currency of authentic relationships.

CONNECTION Share information freely, listen deeply and be honest. Invite people in. Build trust. Find collaborators who yearn for the same things. Have faith in the power of the team.

COURAGE Take risks. Be ambitious and determined. Find your voice: speak up and be vulnerable. Persevere. Practise progress over perfection. Make failure a step towards success.

MASTERY Immerse in the creative process. Find your thing: show grit in the face of struggle. Hone your craft and artistry. Challenge yourself in the relentless pursuit of excellence.