

RTO Manager

Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation, 2025, with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

Expectations of Staff in a Child Safe School

Emmaus College is committed to the creation and maintenance of a child-safe school environment. The care, safety and welfare of students are embedded in policies and procedures, which ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work in accordance with child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

Teachers at Emmaus College

Teachers at Emmaus College work together in a spirit of cooperation in the best interests of all students within the confines of College policies and procedures to achieve the curriculum and student wellbeing goals of the College.

The Position

The RTO Manager is responsible for leading the establishment and ongoing registration of the college's Registered Training Organisation (RTO), ensuring compliance with the *Standards for Registered Training Organisations (RTOs) 2025* and the Victorian Registration and Qualifications Authority (VRQA).

This role also oversees the development and delivery of nationally recognised Vocational Education and Training (VET) programs for senior secondary students, while supporting the college's strategic goals for vocational pathways and student engagement.

Key Responsibilities and Duties:

1. Leadership & Management

- Lead the operational and compliance management of the school's RTO
- Support the Principal and senior leadership in developing the strategic direction for VET within the school
- Manage VET course delivery, ensuring programs align with student needs, timetable requirements and pathways to employment or further study
- Supervise and support VET trainers, assessors and administrative staff
- Promote a culture of quality, compliance and continuous improvement within the RTO

2. Compliance & Quality Assurance

- Ensure compliance with the *Standards for RTOs/2025*, VRQA guidelines and the Victorian Catholic Education Authority (VCEA) requirements
- Maintain the RTO's scope of registration and coordinate applications for new qualifications or amendments
- Oversee internal audits, validation and moderation of assessment tools and processes
- Manage RTO documentation, including policies, procedures, training and assessment strategies and student records
- Ensure that marketing materials and information provided to students meet compliance requirements
- Prepare for and coordinate external audits and reporting to Victorian Registration and Qualifications Authority (VRQA) or relevant authorities

3. Program Delivery & Student Support

- Coordinate the delivery of VET courses to senior secondary students, ensuring they meet the needs of the college timetable and curriculum
- Collaborate with VET trainers to ensure training and assessment strategies are age-appropriate and contextualised to school settings
- Oversee student enrolments, attendance, results and certification processes
- Support students with information about VET pathways, industry engagement and post-school options
- Maintain a safe, supportive and engaging learning environment consistent with our college values and child safety standards

4. Data Management & Reporting

- Ensure student and course data meets Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) and college reporting standards
- Ensure student reporting and assessment information is entered into RTO systems accurately and on a timely basis (VASS, JobReady, Skills Victoria Training System)
- Provide regular reports to the Principal on RTO performance, compliance status and student outcomes
- Maintain confidentiality and compliance with privacy legislation

5. Continuous Improvement & Risk Management

- Lead ongoing review and improvement of RTO operations, training resources and assessment practices
- Identify and mitigate risks to compliance, student welfare and operational effectiveness
- Encourage staff professional development and participation in VET sector networks

6. Stakeholder & Industry Engagement

- Develop and maintain partnerships with external RTOs, industry partners and tertiary providers to support student learning pathways
- Liaise with government and regulatory bodies, including VRQA, VCEA and industry skills councils
- Engage with parents and the wider community to promote VET opportunities within the college

7. Additional Duties

- attending evening functions and meetings of a general nature concerning the College is expected
- contributing appropriate articles to the College newsletter, other school publications and the wider community as required, paying particular attention to regular communication via the College's Instagram and Facebook feeds
- developing and maintaining, at all times, collegial and professional relationships with colleagues

- contributing to a healthy and safe work environment
- ensuring the safety of our community by attending to OH&S issues in an appropriate and timely manner
- supporting a performance and development culture
- modelling a professional approach for all staff, this includes conduct, professional dress and in dealing with all members of the school community
- attending meetings as required
- being available as needed for consultation with other staff and parents in addition to class and scheduled meeting times
- following the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries
- contributing to the life of the College by participating in College functions, events, camps, excursions, etc.
- undertake other duties as required by the Principal from time to time

Committees, Teams and Meetings

The RTO Manager is a member of the following College committees and teams. As such, they are expected to attend all associated meetings and action outcomes or minutes in a timely and appropriate manner:

- Regular meetings with the Deputy Principal – Learning and Innovation
- Learning and Teaching Team (LTT)

Accountability

- the RTO Manager is accountable to the Principal via the Deputy Principal Learning and Innovation

Skills, Experience and Personal Qualities Required

1. Professional and Technical Expertise

- Demonstrated experience in RTO management or a senior VET coordination role within an educational or training organisation
- In-depth understanding of the *Standards for RTOs 2025* and the VET Quality Framework
- Strong knowledge of vocational education for secondary students, including SBATs, VETDSS and pathways to further training or employment
- Proven ability to manage compliance, student data, reporting and auditing requirements
- Familiarity with VET funding programs and student management systems (e.g., VETtrak, RTOmanager)
- Ideally have experience working in a secondary school environment
- Understanding of child safety principles, duty of care and educational best practice

2. Leadership and Management Skills

- Positive and proactive approach to leadership, with the ability to inspire and empower staff and students
- Capacity to communicate a shared vision and develop strategies to support its implementation
- Demonstrated instructional leadership, including modelling evidence-informed pedagogical practices
- Ability to plan, organise, implement and review programs and activities effectively
- Skilled in collaborative decision-making and consensus-building, encouraging contributions from all team members
- Ability to use student learning data to inform decision-making and drive continuous improvement

3. Interpersonal and Communication Skills

- Strong interpersonal and communication skills, with the ability to build respectful, productive relationships with students, staff, parents and external partners
- Ability to understand the school's culture and context and develop strategies that enhance its growth and development
- Commitment to fostering a high-performing, cohesive team environment

4. Personal Qualities

- Commitment to equity, inclusion and supporting all learners to achieve their personal and academic potential
- Positive approach to reflective practice and ongoing professional growth
- Personal attributes including integrity, resilience, emotional intelligence and a sense of humour

Essential Qualifications and Accreditations

- Certificate IV in Training and Assessment
- Current National Criminal Record Check
- Diploma or higher in Vocational Education & Training, Education Management, or Business Qualifications relevant to the RTO's scope of delivery.
- It is desirable for the applicant to have full registration with the Victorian Institute of Teaching, or Permission to Teach if required to teach a VET Course

All teaching staff are required to hold an *Accreditation to Teacher or Lead in a Catholic School* or, upon employment, be working towards such accreditation within a five-year period. Professional learning opportunities will be provided to support this requirement.

Please note that in accordance with *Ministerial Order No. 1359*, all qualifications must be sighted by the school.

Terms and Conditions

To be negotiated with the successful applicant.

Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.