



WE'RE HIRING.

Compliance Manager

Opportunity in Sydney – interstate travel as required

As the **Compliance Manager** you will hold a key leadership role within Australian Learning Group Pty Limited (ALG), a leading vocational education provider to both the domestic and international student markets.

The successful applicant for this role will be responsible for the overall compliance of ALG against relevant regulatory requirements. The role supports the business in achieving and maintaining compliance through undertaking systematic and regular review and leading rectification activities.

This role reports to the Chief Executive Officer.

Responsibilities and Duties

In this role, you will ensure ALG meets its regulatory requirements by undertaking a variety of tasks including:

- Monitor the RTO's compliance with the VET Quality Framework.
- Maintain up-to-date knowledge on the VET sector and regulatory requirements.
- Establish a compliance framework and an annual schedule of compliance activities including:
 - Periodic course review of all training products including training and assessment strategies, lesson plans, trainer and learner materials and assessments and marking guides.
 - Periodic review of trainer qualifications register.
 - Periodic review of student administration documentation including handbook, letters, forms and pre-enrolment information.
 - Periodic review of marketing materials including brochures, websites and other collateral.
- Maintain evidence of compliance including mapping of above to relevant standards.
- Implement rectification and remedial actions as required.
- Internal and external reporting, including presenting recommendations to management.
- Work with business unit managers to embed compliance within company processes, policies and documentation.
- Preparation of regulatory submissions for managing ALG's scope of registration, course accreditations, renewal of registrations and data reporting.
- Participate in Group Compliance and Risk Subcommittee.
- Keep abreast of changes to relevant regulatory requirements and standards.
- Promote a culture of compliance.

Is this you? Our Compliance Coordinator must have the following:

- Experience in a compliance role in a CRICOS RTO with at least 5 qualifications on scope.
- Exceptional knowledge and understanding of the Standards for RTOs 2015.
- Experience in using an RTO student management system.
- Multi-location experience is desirable but not essential.
- Ability to work in multi-disciplined teams in a reliable and highly professional manner.
- High level of attention to detail.
- Excellent organisation and time management skills.
- Independent research skills.
- Strong working knowledge of Microsoft Office suite (including Word, Excel, PowerPoint).
- Highly developed written and oral communication skills.
- High level of integrity and strong moral principles.

Educational Requirements:

- Degree or Diploma in relevant subject area.

About ALG

Australian Learning Group is a leading provider of accredited vocational education to the international and domestic student markets. Owned by UCW Limited, ALG operates under a number of college brands including Australian College of Sport and Fitness, 4Life College and Australian College of Dance. The business operates nationally with campuses in Sydney, Melbourne, Brisbane and Perth.

About UCW Limited (UCW)

UCW is an ASX-listed entity that owns and operates a portfolio of tertiary education businesses, with a current focus on Health and Community Services related fields of study in both the international and domestic student market. The Company's strategy is to invest in the growth of its existing businesses, through initiatives such as campus and course expansion, while concurrently pursuing accretive acquisitions. The recent acquisition of IKON Institute of Australia broadened UCW's offering into the Higher Education sector. The Board of UCW includes directors with extensive corporate experience and a successful track record in the education sector.



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