*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please address the criteria listed below to outline your experience and suitability for the position you are applying for, and attach this with your application along with your Resume and Cover Letter.*

* Knowledge and experience of accreditation, quality and compliance process systems within the education sector.
* Comprehensive knowledge of VCAL and VET data management and enrolment systems.
* Demonstrated experience in VRQA and VCAA compliance regarding the ongoing implementation of VCAL.
* Experience in collecting and analysing data within the education sector.
* Highly developed computer skills including timetable and database management software programs. Desirable knowledge and experience with VASS, MAZE, iWise.
* Excellent time management skills to manage communications, logistics and activities across multiple sites/geographical locations.
* Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds.