*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.*

* Excellent interpersonal skills and written and oral communication skills (including public speaking, presentations and facilitation skills).
* Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
* Highly developed administration and organisational abilities, with demonstrated experience working within an administration team.
* A solid understanding of VET systems, processes and compliance requirements, with demonstrated experience working within an RTO.
* The ability to liaise with and work effectively with other stakeholders (internal and external).
* Demonstrated experience using VETtrak and the Skills Victoria Training System (SVTS).