



Position Description

Position Details			
Business Entity	Kaplan Business School (KBS), Australian Pathways, Kaplan International English (shared)	Department	National Operations
Job Title	Manager – Accreditation & Quality (International Education)	Location	Sydney
Reports To	KBS GM, National Operations Legal and Compliance Team (dotted)	Direct Reports	None

Overall Purpose
<p>The Manager – Accreditation & Quality (International Education) is the key point of clarity between Kaplan’s international education Schools (Kaplan Business School, University of Adelaide College, Murdoch Institute of Technology, and Kaplan International English) and the Kaplan Legal and Compliance team on all accreditation standards and compliance initiatives. The Manager – Compliance & Accreditation (International Education) is responsible for working with the Schools to ensure adherence to the requirements set by applicable regulatory agencies, legislation and accrediting bodies in conjunction with the Legal and Compliance team. This includes leading projects within the Schools to assess and manage risk, review current practice, complete and maintain the requirements for re-registration and re-accreditation, and implement continuous improvement, including staff training.</p>

Key Responsibilities
<ul style="list-style-type: none">• Responsibility for understanding and establishing frameworks and processes within each of the Schools to measure, monitor and ensure compliance with all relevant requirements of regulatory agencies, and in particular, TEQSA, and other legislative requirements and standards, such as the ESOS Act, the National Code 2018, the Higher Education Support Act, and the Higher Education Threshold standards. This role will also take responsibility for implementing broader compliance initiatives within the Schools including privacy and data protection compliance, international sanctions, agent monitoring and review, and anti-corruption and anti-bribery, in conjunction with the Legal and Compliance team.• Initiating and implementing strategies for the continuous improvement within the Schools (in conjunction with the Kaplan Australia Legal and Compliance team) to ensure responsiveness and adherence to a dynamic regulatory environment.• Project managing the completion of provider registration and course accreditation documentation in preparation for submission to regulatory agencies.• Ensuring the Schools maintain appropriate systems and procedures for recording evidence of practice to satisfy registration and accreditation requirements.• Assisting the Legal and Compliance team with review and monitoring activities including internal audits and reviews assessing adherence to regulatory obligations, including registration and accreditation requirements.• Initiating development and review of School policies and procedures, and running programs of staff training relating to policies and procedures.• Implementing changes to practice, through process documentation updates, improvements and training.• Scheduling and leading compliance training for staff in all campuses, covering current practice and upcoming regulatory changes in relation to all applicable legislative and regulatory obligations include the ESOS Act, National Code 2018 and visa frameworks.• Maintaining process documentation and compliance training registers for all staff.• Managing CRICOS Provider registration requirements for the Schools.



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- Holding regular meetings with Sales and Admissions to continually review, update and improve GTE policies, procedures and requirements to ensure appropriate and proactive management of institutions' risk ratings, and to develop business responses to external factors.
- **Monitoring business practices** and ensuring risks are flagged, solutions for corrective actions and improvements are implemented.
- Act as key liaison between the Schools and Kaplan Legal, and Compliance team.

Key relationships

- Dotted line report into the Kaplan Legal and Compliance Team.
- Kaplan Business School Leadership team.
- Australian Pathways Leadership team.
- Kaplan International English, Director of Operations.
- Kaplan Australia Legal and Compliance team.
- Kaplan Australia Academic Quality and Governance team.

Contribute to a supportive, positive and safe workplace

- Compliance with all company policies and procedures including WHS legislation requirements.
- Ensure as far as is practicable that the workplace, under your control, is safe and without risks to health.
- Being a productive member of the Kaplan team by displaying the Company values through your day to day role.
- Adherence to Company Policy and Procedure.

Qualifications and Skills

Essential

- Experience in analysing and managing compliance with higher education accreditation standards and regulation.
- Tertiary qualifications in related discipline such as business or management.
- Previous experience working with the requirements of regulatory agencies and regulatory compliance programs/processes.
- Previous experience working in the International Education sector, with an understanding of the ESOS Act, the National Code, and SSVF requirements.
- Previous experience in a compliance related role or role involving the review, development, implementation and monitoring of quality assurance frameworks and processes (including policy development and management).
- Ability to interact and influence at various levels within a complex organisation and to work collaboratively across functions, levels and departments toward shared objectives.
- Excellent verbal and written communication skills.
- Excellent attention to detail.
- Excellent analytical and research skills.

Desirable

- Tertiary qualifications in law or a law-related discipline.
- Experience and/or qualifications in project management tools and methodologies.

Employee Signature _____

Date _____

Manager Signature _____

Date _____