

Business Entity	Kaplan Professional Education	Department	Curriculum & Programs
Job Title	Manager – Higher Education Accreditation Standards	Location	Sydney
Reports To	Head of Learning & Delivery (with dotted line reporting to the Legal & Compliance Team)	Direct Reports	Nil

Position Purpose

The Manager – Higher Education Accreditation Standards is responsible for managing Kaplan Professional's adherence to the requirements set by the relevant regulatory and professional accrediting bodies specifically in relation to higher education. This includes leading projects to review current practice within Kaplan Professional, complete the requirements for higher education provider registration and course accreditation; and implement continuous improvement including staff training in areas of accreditation standards.

Key Responsibilities

- Responsibility for understanding and establishing frameworks and processes within Kaplan Professional 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 Higher Education Support Act and the Higher Education Threshold Standards (HETS).
- Project managing the completion of Kaplan Professional's higher education provider registration and course accreditation applications (and associated documentation) in preparation for submission to regulatory bodies for approval.
- Ensuring that Kaplan Professional maintains appropriate systems, processes and procedures for recording evidence of practice to meet higher education provider registration and course accreditation requirements.
- Assisting with review and monitoring activities including internal audits and reviews assessing adherence to higher education provider registration and course accreditation requirements.
- Identifying and implementing changes to policy and practice through process documentation updates, improvements and training.
- Scheduling and leading higher education accreditation standards training for Kaplan Professional staff, including current sector best practice and ongoing regulatory updates in relation to HETS and other applicable requirements.
- Monitoring business practices and ensuring risks are identified and communicated to Kaplan Professional's business leaders, and assisting with the implementation of solutions for corrective actions and improvements.
- Act as a key liaison between Kaplan Professional and the Kaplan Academic Quality and Governance and Legal & Compliance teams on broader higher education accreditation and compliance projects.

Key relationships

- Dotted line report into the Kaplan Legal and Compliance team
- Kaplan Professional Management 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

- Minimum 3 years' experience in higher education accreditation, regulation, quality assurance and/or compliance roles.
- 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 in a quality assurance related role or a role involving the review, development, and implementation and monitoring of quality assurance frameworks and processes.
- Ability to interact and influence at various levels within a complex organisation to work collaboratively across functions, levels and business units.
- Excellent verbal and written communication skills
- Excellent attention to detail
- Excellent project management skills

Desirable

- Previous experience managing HESP compliance requirements.
- Experience and/or qualifications in project management tools and methodologies.

Employee Signature _____

Date _____

Manager Signature _____

Date _____