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| Position Details | | | |
| **Business Entity** | Shared Services | **Department** | Quality, Regulation and Standards |
| **Job Title** | ELICOS Policy Developer (Officer) | **Location** | Sydney |
| **Reports To** | Director, Quality Assurance & Governance | **Direct Reports** | Nil |

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| Overall Purpose |
| The ELICOS Policy Developer (Officer) is responsible for providing assistance in writing policies for Kaplan’s International Languages, a group of standalone ELICOS providers regulated by the Australian Skills Quality Authority (ASQA). |

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| Key Responsibilities |
| **Policies & Procedures**   * Assist the National Manager, Governance and Policy to maintain the Kaplan policy register (specifically for ELICOS polices) to ensure all policies are accurate, current and available on the appropriate website. * Maintain and administer an ELICOS policy review cycle. * Assist with research, analysis and review of complex policy issues, identifying emerging issues, * Coordinate, the timely preparation of policy development for Kaplan International Languages in line with commitments and implement policy initiatives. * Assist with monitoring and evaluation of all policy initiatives to identify risks and issues. * Engage with key stakeholders within the Quality, Regulations and Standards (QRS) Team and Kaplan International Languages, to consult and negotiate on policy issues. * Assist with quality assurance on the development of new policy documents. * Ensure policies and procedures comply with standards of Kaplan, ELICOS Framework, ESOS Act, the National Code, the Department of Home Affairs (DHA) and other regulatory bodies. * Keep up-to-date with any changes in laws for Overseas and Domestic student education in Australia. |
| **Administration and Maintenance**   * Assist with Quality and Standards Corporate Services projects as required. * Maintain the ELICOS policy register |
| **Key Relationships**   * Director, Quality Assurance and Governance * National Manager – ASQA Quality Assurance and Compliance * National Manager – Governance and Policy * Principal Executive Officer of Kaplan International Languages * Operational Support Manager of Kaplan International Languages (ANZ) |
| **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 with writing policies applying to the ELICOS framework * Knowledge of the ELICOS & CRICOS requirements * Administration knowledge, skills and experience * High level of information technology literacy * Excellent communication skills * Team player * Project management skills * Accuracy and a high level of attention to detail * High level of time management and organisational skills * High level of interpersonal skills with a strong customer service focus   **Desirable**   * Knowledge of VET and RTO Standards * Experience of working within a shared service environment * Knowledge of student management processes |

Employee Signature Date



Manager Signature Date