Position Description

Position Title	Education Quality Partner
Portfolio	Education
Division	Education Partners
Department/Cost Centre	Education Partners - 05600
Classification	PACCT Level 7
Position Number/'s	103173
Reporting to	Manager - Education Partners
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

SWTAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmara, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

Division Overview

Education Partners (EDP) is a vital part of quality assurance process that ensures the future sustainability of South West TAFE. The EDP team provide direction, reviews, and oversight of Training and Assessment Strategies (TAS), Teacher Currency mapping through Professional Profile/TEAM Central. The assessment development, review and approval process to ensure we meet the requirements of the Standards for RTOs 2025.

EDP are the central point for advice and practical support across the Education Portfolio through teacher inductions, mentoring, and teaching delivery observations. We undertake professional development of teaching staff, quality reviews, instructional design, validation and reviews of teaching resources. We support teachers to use SWTAFE online ensuring compliance and quality of student learning experiences.

Our goal is to build the capability of the organisation to work efficiently, effectively and compliantly. We aim to empower managers, teachers and teaching support staff to provide quality in all aspects of their programs, working in a responsive and thoughtful way to meet these objectives so they are compliant, sustainable and operationally relevant.

The EDP team is an underpinning support service for the Teaching Divisions. It comprises specialist staff with expertise in teaching delivery, course design, educational planning, instructional design, academic integrity and delivery to apprentices and trainees.

This team is a key driver of organisational culture that embraces a strong teacher support and continuous improvement culture across all campus sites.

The EDP team works closely with the Education Divisions and other internal stakeholders such as Quality Practice, RTO Governance and Audit Risk and Compliance to maintain a quality approach to the Institute's teaching and learning practice.

Position Overview (Your Opportunity)

The Education Quality Partner is a senior education quality specialist who works in partnership with teaching departments to strengthen the quality, consistency and regulatory alignment of training and assessment practice, compliance documentation and learning materials.

The role provides specialist interpretation and authoritative advice on the application of the Standards for RTOs 2025, VRQA requirements, training package obligations and South West TAFE quality frameworks, applying significant professional judgement to complex quality and compliance matters.

The position leads departments through continuous improvement, alignment to standards, qualification development, and transition translating requirements into clear actions, fit-for-purpose documentation and sustainable educational practice.

Working across teaching departments and in partnership with Teacher Capability Specialists, Teaching Education Managers (TEMs), Operational Administrators, RTO Governance and other stakeholders, the Educational Quality Partner project manages; pre-validation review, audit rectification, post-validation support and targeted continuous improvement activities. The position supports departments to determine quality outcomes, effectively manage compliance risks, implement corrective actions and demonstrate evidence of improvement.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation.

These accountabilities include but are not limited to:

Your Position

- Provide specialist advice and interpretation to teaching departments and managers on complex quality and compliance matters, including the application of the Standards for RTOs 2025, VRQA requirements, training package rules, organisational policies and quality frameworks.
- Lead quality improvement activities to strengthen Training and Assessment Strategies, assessment tools, mapping, learning materials, delivery plans, validation records and other compliance documentation.
- Undertake complex analysis of training and assessment practices and documentation to identify systemic compliance risks, determine root causes and develop fit-for-purpose solutions and recommendations, including where established approaches may not adequately address the issue.
- Work with Teacher Capability Specialists and teaching departments to apply innovative solutions to continuous improvement activities.
- Lead teaching departments in translating findings from audits, validation and quality reviews into structured improvement and rectification plans, determining appropriate quality outcomes and approaches and monitoring implementation through to completion. Support Teaching Education Managers and Operational Administrators to prioritise quality and compliance risks, coordinate evidence and progress actions through to completion.
- Lead the implementation of significant quality and compliance changes across teaching departments arising from new or revised training products, regulatory requirements, organisational systems, policies and quality frameworks, identifying implementation risks and determining appropriate transition approaches
- Facilitate workshops with teaching teams to solve documentation and quality issues, build shared understanding and strengthen ownership of quality outcomes.
- Develop and maintain practical templates, tools, checklists, guidance and reporting resources that support consistent quality practice across teaching departments.
- Manage assigned quality initiatives using a structured project management approach, with clear actions, responsibilities, milestones, risks and deliverables.
- Monitor quality and rectification activities, track progress, escalate significant risks and provide clear reporting to the Manager - Education Partners and relevant stakeholders.
- Analyse trends and systemic issues from validation, audits, assessment panels and quality reviews, and develop recommendations for changes to organisational quality practices, procedures, tools and capability development.
- Work collaboratively with the EDP team, RTO Governance, Quality Practice, Audit Risk and Compliance, Teaching Divisions and other stakeholders to ensure quality advice is consistent, practical and achievable.
- Maintain current knowledge of VET regulation, assessment, educational design and sector practice, and translate changes into practical guidance for South West TAFE staff.
- Lead or contribute to other education quality and continuous improvement projects as directed by the Manager - Education Partners.

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commitment to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Substantial experience in VET quality assurance, compliance, assessment and/or educational governance, preferably within an RTO or TAFE environment, with sound knowledge of the Standards for RTOs 2025, VRQA requirements, training package requirements and the broader VET regulatory framework.
- Demonstrated ability to interpret regulatory, policy and training package requirements and translate them into clear, practical advice, recommendations and improvement actions for a range of stakeholders.
- Demonstrated experience in the review, development and continuous improvement of VET quality documentation, including Training and Assessment Strategies, assessment tools, assessment mapping, learning and assessment resources, and validation records.
- Proven ability to identify quality and compliance improvement priorities, develop practical solutions, coordinate improvement activities and monitor implementation within agreed timeframes.
- Strong consultation, facilitation and relationship-building skills, with the ability to work collaboratively with teachers, educational managers, education specialists and governance teams to achieve quality outcomes.
- Demonstrated digital capability, including effective use of Microsoft 365, learning management systems (LMS) and other digital platforms to manage quality documentation, projects, data and reporting.

Qualifications and Requirements

Mandatory requirements

- An approved degree, advanced diploma, diploma or equivalent qualification in adult education, quality auditing, compliance, or project management.
- Demonstrated substantial experience in an educational setting with a strong quality assurance, assessment or regulatory compliance focus.
- Experience working in a Victorian TAFE institute or large multi-disciplinary Registered Training Organisation.
- Employee Victorian Working with Children Check and satisfactory National Police Check.
- Current Victorian Driver License.

Highly desirable requirements

- Certificate IV in Training and Assessment, or a successor qualification, or demonstrated equivalent VET assessment and quality expertise
- Experience supporting ASQA or VRQA audits, regulatory reviews, self-assurance activities and complex rectification programs.
- Experience with learning management systems, assessment management systems and structured document-control environments.

Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position requirements, classification skill level and conditions are in accordance with the Victorian TAFE PACCT Staff Agreement 2025
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operational requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Employee		