

# The Compliance Manager– Role Description

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The Compliance Manager is directly responsible to the CEO and must be employed on the basis of having completed the required Fit and Proper Persons Statutory Declaration.

The Compliance Manager is the responsible person within GDC's operational staff that ensures that at all times GDC is compliant with all relevant aspects of VET Quality Framework which is comprised of the:

- Revised Standards for RTOs
- Australian Qualifications Framework
- Fit and Proper Person Requirements
- Financial Viability Risk Assessment Requirements
- Data Provision Requirements

### Duties

The Compliance Manager shall:

- Manage and monitor the quality training delivery of GDC
- Manage and monitor assessment system
- Develop assessment tools in collaboration with training staff
- Design training courses in collaboration with training staff
- Organise schedule and timetable training, as required
- Plan training and assessment schedules to meet client needs
- Review/evaluate training programs and modify accordingly in collaboration with the CEO
- Review/evaluate assessment processes and modify accordingly
- Participate in Moderation and validation meetings with staff as required
- Participate in moderation meetings with other colleagues to review training and assessment procedures

Other duties as required by the CEO

### Prior to Employment

The candidate for employment should complete a 'FPPR Self Assessment form' to ensure that no aspect of the Fit and Proper Persons Requirements is an impediment to their employment at GDC and within the carriage of their duties. Following satisfactory completion a FPPR statutory declaration should be completed and provided to the RTO's Management for filing in AA2 Completed Files.

This procedure is subject to annual review or as required by changes in legislation, standards, or organizational needs.