



Position Description – Course Director

Position Title of Supervisor Vice President Education

Name of Supervisor Peter Hoyle

1. Objective of Position

To co-ordinate course all details including scheduling, publicity, venues, stores and resources and instructors. The Course Director liaises with the Vice President Education regarding results and database entries.

2. Organisational Relationships

- (i) **Position Title of Supervisor**
Vice President Education
- (ii) **Position Titles which also report to Supervisor**
Course Director NSW
- (iii) **Position Titles that report to this position**
Examiners
Instructors
Assistant Instructors

3. Organisational Context of Position

The Australian Ski Patrol Inc (ASPA) is a national volunteer organisation whose purpose is to serve the public in the rescue and first aid treatment of injured visitors to alpine areas; to promote awareness of safety and establish safety standards in Australian Alpine Areas; provide first aid training and examination courses for and on behalf of its members.

This position is one of eight (8) elected Committee Members. Elected Committee Members are elected for a period of one (1) year at the Annual General Meeting of the Association. All elected positions are eligible for re-election.



4. Key Accountabilities

- a. Create and co-ordinate course schedule and publicise course details;
- b. Distribute Course Participant Flyer, course information and enrolment forms;
- c. Organise Instructors and Lecturers, including their travel and accommodation arrangements as required;
- d. Organise additional Instructors for small group training as required;
- e. Arrange venue, training resources, training equipment and catering;
- f. Process course applications;
- g. Maintain course entry database including information required in standard 4.2 of the Standards for RTOs document – verification of qualifications and experience of trainers and assessors, enrollments and participation and fees paid and refunds given;
- h. In consultation with the Vice President Education, use feedback from stakeholders and clients to review policies and procedures and use to improve services provided as per the Continuous Improvement Policy;
- i. Ensure all course participants receive the Student Enrolment form, Course Participant Information and Course Information and Schedule;
- a. Be responsible for the implementation and audit of standards 2.2 and 6.3 in the Standards for RTOs document;
- j. In consultation with the Vice President Education, implement and ensure compliance with the Qualifications Recognition Policy and Procedures and be responsible for the implementation and audit of standard 5 in the Standards for RTOs document;
- k. In consultation with the Vice President Education, implement and ensure compliance with the Assessment and Validation Policy and Procedures and be responsible for the implementation and audit of standard 8.1 in the Standards for RTOs document;
- l. Complete internal audit of ASPA's compliance with the Standards for RTOs and report to the President annually.