



# Position Description – Vice President Education

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**Position Title of Supervisor** Association President

**Name of Supervisor** Refer to ASPA Executive List

## 1. Objective of Position

The Vice President Education is a National Position and is responsible for the content, assessment, integrity and validity of all courses held. The Vice President Education convenes the Education Committee, provides direction to course directors, and ensures the quality and training of instructors and examiners.

## 2. Organisational Relationships

- (i) **Position Title of Supervisor**  
Association President
- (ii) **Position Titles which also report to Supervisor**  
Senior Vice President  
Treasurer  
Secretary  
Vice Presidents – Victoria, NSW, Tasmania  
Executive Officer
- (iii) **Position Titles that report to this position**  
Course Directors

## 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 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.



## Key Accountabilities

- a. Supervise and monitor the administration all First Aid Courses and the Advanced Emergency Care Course
- b. Schedule examinations with course directors and liaise with examiners on examination day
- c. Monitor calculation of final assessments and notify students of results
- d. Print and publish examination results and maintain and archive database
- e. Insure adherence of Protocols and standards in accordance with Australian Resuscitation Council
- f. Source and maintain all training resources
- g. Write examination material
- h. Prepare submissions for Government Grants in conjunction with President
- i. Write and review the ASPA Strategic Plan in consultation with the President and other executive officers;
- j. Implement and ensure compliance with the Standards for RTOs across all training/assessment activities and ensure access to all records and internal audit reports for the purposes of audit by the registering body;
- k. Use feedback from stakeholders and clients to review policies and procedures and use to improve services provided as per the Continuous Improvement Policy;
- l. The Vice President Education is also responsible to ensure all Course Directors, Instructors and Assessors receive information on procedures and requirements of the recognition process;
- m. Implement and ensure compliance to the Version Control Policy and Procedures and be responsible for the implementation and audit of standard 4.3 in the Standards for RTOs document;
- n. Implement and ensure compliance to the Recognition of Qualifications Policy and Procedures and be responsible for the implementation and audit of standard 5 in the Standards for RTOs document;
- o. Implement and ensure compliance to the Recruitment Policy and Procedures and be responsible for the implementation and audit of standard 7 in the Standards for RTOs document;
- p. Implement and ensure compliance to the Assessment and Validation Policy and Procedures and be responsible for the implementation and audit of standard 8 and 9 in the Standards for RTOs document;
- q. Implement and ensure compliance to the Issuing of Qualifications Policy and Procedures and be responsible for the implementation and audit of standard 10 in the Standards for RTOs document;
- r. Complete internal audit of ASPA's compliance with the Standards for RTOs and report to the President annually.
- s. inform VETAB of reportable changes within 21 calendar days of commencing delivery and/or assessment outside the state or territory of registration, and/or within 3 months of ceasing delivery and/or assessment in a location outside the state or territory of registration.