

Australian Safety & Learning Systems

POSITION DESCRIPTION	
Job Title:	Quality Assistant (Word Processor)
Reports to:	Quality Administration Officer
Staff reports:	Nil
Location:	Unit 26, "Strathlink" 27 South Pine Road, Brendale
Primary roles and responsibilities:	<ul style="list-style-type: none"> • Maintain documentation relevant to learning and assessment materials for nationally recognised training courses within the ASLS scope of registration • Monitor training course documentation for accuracy and consistency of format and content • Distribution of learning and assessment materials to ASLS Faculty appointed trainers and assessors • Assist in the administration of ASLS Faculty appointed trainers / assessors as required • Compliance with the ASLS Code of Practice, established policies and procedures and legislative requirements in relation to employment with ASLS and the company's work within the Vocational Education and Training (VET) sector • Commitment to the continuous improvement of all ASLS products and services • Commitment to working effectively and cooperatively within the ASLS team
Physical requirements:	<ul style="list-style-type: none"> • Ability to work with a computer for extended periods of time.
Essential qualifications:	<ul style="list-style-type: none"> • Current driver's license
Preferred qualifications	<ul style="list-style-type: none"> • Certificate IV in Training and Assessment
Essential experience:	<ul style="list-style-type: none"> • Minimum 2 – 3 years word processing / administrative support experience
Knowledge, skills and abilities:	<ul style="list-style-type: none"> • Advanced computer skills in Word and PowerPoint • Intermediate Microsoft Excel and Access skills • Ability to touch type with a high level of accuracy at 60 wpm • Ability to produce high quality learning and assessment documentation, using appropriate language and style to established presentation guidelines and within agreed timeframes

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POSITION DESCRIPTION	
Job Title:	Quality Assistant (Word Processor)
	<ul style="list-style-type: none"> • Advanced interpersonal and communication skills to liaise with both internal and external stakeholders • Advanced time management skills including the capability to work with conflicting priorities ensuring attention to detail at all times. • Knowledge of the National Training System in relation to the VET sector
Duties:	<ul style="list-style-type: none"> • Produce, update and reformat new and existing: <ul style="list-style-type: none"> ○ process flow charts / mind maps ○ learning and assessment materials ○ learning and assessment supporting documentation ○ course forms and brochures as required • Ensure all training, assessment and associated documentation used in the course of ASLS business is: <ul style="list-style-type: none"> ○ of a consistent format and complies with the ASLS Style Guide ○ is written in a manner conforming with appropriate English language conventions and error free ○ version controlled ○ stored in a systematic manner on the business server ○ documented in the ASLS Document Control Database in a timely manner • Preparation of induction folders and material for ASLS Faculty appointed trainers / assessors • Archive superseded documents from distribution and use in a timely manner. • Maintenance of relevant databases

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