



ROLE TITLE	Principal – Scouts Australia Institute of Training (SAIT)
BUSINESS UNIT	SAIT
REPORTS TO	National Operations Committee (NOC) through the SAIT Management Committee, and to the Chief Commissioner of Australia
ROLE STATUS	Volunteer, Rank – Commissioner (National Appointment)

BUSINESS UNIT OBJECTIVE

To provide a range of industry recognised VET and tertiary qualifications through appropriate pathways for members of Scouts Australia, both Youth members and adults, and **appropriately identified external organisations**.

ROLE OBJECTIVE

SAIT was first established as a Registered Training Organisation (Enterprise RTO [ERTO]) in August 1996 and pursues, as its primary purpose, to enable members of Scouts Australia, both Youth and adult members the ability to seek, through a Recognition of Prior Learning (RPL) process externally accredited qualifications in accordance with its registered Scope.

For Adults in Scouting this is primarily achieved through gathering evidence for assessment through completion of the relevant Adult Training & Development (AT&D) program and Adventurous Activities special activity areas. For Youth members, recognition is achieved through gathering evidence for assessment through the Achievement Pathways (especially including Outdoor Adventure Skills (OAS)). Other opportunities are available for both adults and Youth members due to the variety of Qualifications / Skill Sets and Units of Competency on the SAIT Scope.

Also, SAIT, from time to time, enters into arrangements with other organisations to provide RTO assessment services for the Qualifications / Skills Sets and Units of Competency on SAIT's Scope.

Over the years SAIT has grown significantly in terms of successful completions for candidates and extension changes to its Scope. SAIT offers appropriate pathways for Scouting members and its relevant relationships with a number of organisations and is widely known as a leading ERTO in Outdoor education and leadership.

SAIT is required to have a number of management structures in place that administer, manage and operate the ERTO, and conform to the strategic and operational functions expected by the national regulator ASQA in meeting compliance as well as the expectations of Scouts Australia. The day-to-day management and operations of the ERTO is currently undertaken by the SAIT Principal Team supported by the National RTO Compliance Manager who is a paid full-time employee.

The SAIT Management Committee provides relevant strategic guidance to assist in the growth and development of SAIT and to confirm that SAIT is meeting its required obligations as an ERTO with the Australian Skills Quality Authority (ASQA) as the national regulator.

The SAIT Operations Committee provides relevant support to the operational management of the SAIT and assists in the maintenance of its required obligations as an Enterprise RTO as well as those Members directly managing SAIT delivery in the Branches of Scouts Australia.

Also, the Principal acts as its 'Chief Executive Officer' designated to ASQA. Responsibilities of the role also assists Scouts Australia (parent organisation) to deliver on its vision 'to be seen as the pre-eminent youth organisation in Australia'.

The Principal of SAIT works closely with National and Senior Branch members to ensure that SAIT remains a compliant, vibrant and relevant ERTO to its members and the wider community.

ROLE DESCRIPTION

At all times this role will demonstrate behaviours in accordance with Scouts Australia Aim, Principles and Association Values and will adhere to the Codes of Ethics and Conduct of Conduct for adults in Scouts Australia.

KEY STAKEHOLDERS

1. National Team Members, particularly the National Commissioner for AT&D and National Commissioner for Youth Program
 2. National Training Committee
 3. Senior Branch Commissioner Teams
 4. National Support Office Team employees
 5. Other Committees as appropriate and required from time to time
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ROLE RESPONSIBILITIES

Delight Stakeholders

- ✓ Adopt a pro-active and flexible approach to stakeholders and client base at all times

People Leadership

- ✓ Actively support and develop the SAIT Principal Team, including the National RTO Compliance Manager.
- ✓ Develop further the SAIT story and ensure that the appropriate governance and structure agreed is adhered to.
- ✓ Chair the SAIT Management Committee
- ✓ Chair the SAIT Operations Committee
- ✓ Recruit experienced SAIT Assessors (as appropriate).
- ✓ Participate as an active member of the National Training Committee and other relevant Committees as required.

Association Values and Culture

- ✓ At all times, demonstrating behaviour in accordance with the Associations Values, and practice in accordance with the Scout Method, in particular:
 - A strong belief that young people are able and willing to take responsibility and contribute to society.
 - Responsibility for oneself physically, intellectually, emotionally, socially and spiritually
 - Contributing to society
 - Being a strong role model for others
 - Protecting young people from harm or exploitation
 - Proactively caring for the environment in a sustainable way
 - Demonstrating respect and equity for others
 - Valuing the importance of technological innovation to benefit human society.

Strategy and Operational Management

- ✓ Deliver quality outcomes that ensures SAIT is seen as an efficient and effective operational ERTO.
- ✓ Review and modify SAIT's Scope to ensure that qualifications from registered Training Packages meet the needs of Scouting and its members.
- ✓ Identify potential partnerships with **appropriately identified external** organisations in accordance with SAIT's Scope.
- ✓ Actively contribute to the broader Scouts Australia strategy.

Managing Relationships

- ✓ Proactively manage stakeholder and client base relationships, especially collaboration with the National Commissioner for AT&D and respective Teams, and the National Commissioner, Youth Program.
- ✓ Develop and support relevant Branch Commissioners for Vocational Education and Training (VET) to ensure SAIT's Scope is being managed across Australia, meets a high standard of assessment and achievement, and necessary compliance with the Standards related to RTOs with ASQA.
- ✓ Take overall responsibility for the management of SAIT's scope of registration.

Process Improvement

- ✓ Drive a process of continuous improvement to ensure that SAIT remains at the forefront of regulatory change and operational best practice.

Compliance and Procedures

- ✓ Comply with relevant internal processes, compliance and any legislative requirements as defined by ASQA
- ✓ Coordinate and facilitate the development of policies and procedures to enable the consistency of SAIT delivery across Australia.
- ✓ Monitor and regularly report on the performance of SAIT to the NOC and the SAIT Management Committee.
- ✓ Maintain an ongoing governance structure that is relevant and timely to the needs of SAIT and compliant with the Standards set by ASQA.
- ✓ Identify areas of risk/potential issues/problems and put plans into place to manage and control these to achieve appropriate outcomes.

Key Performance Measures

- ✓ Growth in the number of Qualifications, Skill Sets, and Units of Competency issued across the membership of Scouts Australia.
- ✓ Timeliness and quality of reporting to the NOC and SAIT Management Committee.
- ✓ Ongoing support of SAIT Scope by Scouts Australia in all Branches.
- ✓ Developed partnerships with **external** organisations in accordance with its registered Scope.
- ✓ Ongoing compliance with Standards set by ASQA

PERSONAL REQUIREMENTS

Behavioural Capabilities

- ✓ Outstanding communication, management and leadership skills.
- ✓ Highly developed capabilities in guiding, influencing and developing relationships in a diverse stakeholder / client base.
- ✓ Demonstrated capacity of working effectively with individuals and Teams.
- ✓ Evidence of developing and using a network of internal and external relationships to help deliver strategy.
- ✓ Ability to convey information and ideas appropriately through a variety of media to individuals and groups.
- ✓ Respond to challenges in a collaborative, flexible and effective manner.

Knowledge/Qualifications/Experience

- ✓ Minimum 10 years' experience in Scouting with at least 3 years operating at a National/Senior Branch level.
- ✓ VET Sector experience of at least 5 years, preferably with some Senior role experience.
- ✓ Management experience with at least 5 years leading others.
- ✓ Experience working with diverse groups of people to deliver successful outcomes.
- ✓ Knowledge and experience in a range of training packages, preferably Business and Outdoor Recreation/Leadership Training Packages.
- ✓ Understanding of change management concepts, methodologies and practices.
- ✓ Degree qualified (preferred), and either/or of the following qualifications:
 - TAE40116 - Certificate IV in Training and Assessment or its successor
 - OR
 - TAE40110 - Certificate IV in Training and Assessment and
 - TAELLN411 - Address adult language, literacy and numeracy skills; and
 - TAEASS502 - Design and develop assessment tools.
 - OR
 - Diploma or higher-level qualification in adult education.

(or having completed them prior to appointment if selected)

Technology Capabilities

- ✓ A sound understanding of the use of various technologies and virtual platforms, and preferably having had experience with the RTO Management System *aXcelerate*.