



VCE & VASS ADMINISTRATIVE OFFICER

Title	VCE & VASS Administrative Officer
Classification	Category C-3 (Education Support)
FTE / Tenure	Full Time / Ongoing
Hours of Work	8am to 4pm
Key Report	Director of Senior Pathways Deputy Principal Learning & Teaching
Award	Catholic Education Multi-Enterprise Agreement 2022
Membership	Learning & Teaching Team Pathways Team Administration Team

Purpose of the Position

The VCE & VASS Administrative Officer is responsible to the Director of Senior Pathways for the duties outlined below, in accordance with Catholic Regional College Caroline Springs policies and procedures. The purpose of the position is to provide comprehensive administrative and operational support for the College's Victorian Certificate of Education (VCE), Vocational Education and Training (VET) and student pathways programs, including responsibility for all Victorian Assessment Software System (VASS) administration.

Working closely with the Director of Senior Pathways, the Officer will coordinate the documentation, records, communications, schedules and logistical arrangements required to support the effective delivery of senior secondary programs. The role will maintain accurate information, monitor administrative requirements and deadlines, follow up outstanding matters and support the implementation of approved College and Victorian Curriculum and Assessment Authority (VCAA) processes.

The position will also support the daily operation of student pathways services, including managing bookings for the Careers Advisor and Director of Senior Pathways, monitoring designated student study spaces and administering student check-in and check-out processes. The Officer will maintain accurate attendance and movement records and comply with all College attendance policies and procedures.

The role is administrative and does not include teaching responsibilities. Curriculum leadership, assessment judgments, careers counselling and decisions regarding student programs remain the responsibility of the Director of Senior Pathways, Careers Advisor, relevant teachers and authorised College leaders. The Officer will prepare information, coordinate administrative processes and record and communicate approved decisions.

As a member of College staff, the VCE & VASS Administrative Officer will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Officer will actively support the College vision and mission and be guided by the College motto of Live Fully Act Justly.



Key Contacts

- Director of Senior Pathways
- Careers Advisor
- Deputy Principal Learning and Teaching
- Director of Curriculum and Pedagogy
- Director of Learning Diversity
- Head of School Senior
- Applied Learning Coordinator
- Year 10–12 Year Level Leaders
- Learning Area Leaders
- VCE and VET Teachers
- College administration and attendance officers
- VCAA, registered training organisations (RTOs), external providers and partner schools

Key Roles and Responsibilities

The VCE & VASS Administrative Officer will be responsible for the following duties under the direction of the Director of Senior Pathways.

Administrative Support to the Director of Senior Pathways

- Provide comprehensive administrative support for the Director's responsibilities relating to VCE, VET, careers and student pathways.
- Coordinate administrative priorities, maintain schedules of actions and deadlines, and provide regular updates on outstanding matters.
- Organise meetings, prepare agendas, record minutes and follow up agreed actions.
- Maintain administrative procedures, templates, registers and shared records to support consistent and efficient operations.
- Gather information and prepare documentation to support program planning, course submissions, policy reviews and continuous improvement.
- Identify administrative issues requiring attention and refer these promptly to the Director of Senior Pathways.
- Undertake other administrative duties appropriate to the position and classification as directed.

VASS Administration

- Undertake all College VASS administration for senior secondary programs, including VCE and VET, and VCE Vocational Major or Victorian Pathways Certificate where offered.
- Establish and maintain school program, study, class, teacher, assessing-school, RTO and partnership information as required.
- Administer authorised VASS user access and permissions in accordance with VCAA requirements and College procedures.
- Create and maintain accurate student records, including VCAA student numbers, personal details and annual student declarations.



- Check supporting documentation, resolve discrepancies and refer duplicate student records or complex matters to VCAA.
- Enter, verify and maintain student enrolments, unit sequences, VET programs and units of competency.
- Collect authorised unit results, school-based assessment scores, indicative grades, VET assessment data and competency outcomes from teachers and providers.
- Enter all required enrolment and assessment information accurately and within published VCAA deadlines.
- Generate verification reports, arrange student and teacher checks and sign-off, reconcile information with College records and retain evidence of verification.
- Process authorised corrections and follow up missing, incomplete or inconsistent information.
- Generate eligibility and completion reports and refer potential concerns to the Director of Senior Pathways.
- Maintain the annual VASS administrative calendar, issue reminders and monitor completion of required submissions.
- Liaise with VCAA regarding technical issues, student records, enrolments, results, approved amendments and requests relating to administrative deadlines.
- Produce reports and data extracts for the Director of Senior Pathways, authorised staff, audits and reporting requirements.
- Administer the receipt and distribution of student results, statements and certificates, and support approved post-results enquiries.
- Maintain secure records of submissions, approvals and correspondence, document VASS procedures and support continuity through authorised backup arrangements.

Assessment and Reporting Administration

- Coordinate administrative arrangements for SACs, School-assessed Tasks, authentication processes, moderation and cross-marking.
- Maintain assessment documentation and registers, collect required information and follow up outstanding administrative requirements.
- Arrange approved SAC resits, rescheduled assessments, task resubmissions and redemption opportunities.
- Communicate approved assessment arrangements to relevant staff, students and families.
- Coordinate reporting timelines and the collection, checking and submission of approved assessment information.
- Refer missing information, discrepancies and assessment concerns to the relevant teacher or Director of Senior Pathways.
- Administer documentation relating to alleged assessment breaches, delays of decision, review panels and appeals.
- Organise associated meetings and maintain records of proceedings, authorised decisions and communications.



Examination and GAT Administration

- Assist with the administrative and logistical arrangements for mid-year, end-of-year and trial examinations, the General Achievement Test (GAT) and VCAA external examinations.
- Assist the Director of Senior Pathways with the preparation of examination timetables.
- Organise examination venues, seating plans, materials, attendance records, approved adjustments and communications.
- Arrange examination supervisor bookings, documentation and briefings in accordance with College and VCAA requirements.
- Liaise with the appointed chief supervisor and relevant College staff regarding examination arrangements.
- Maintain examination attendance registers and incident documentation.
- Promptly refer examination issues to authorised staff and follow up required documentation and communications.
- Distribute examination timetables, student instructions and current VCAA examination information, including the VCE Exams Navigator where required.

Careers Advisor Bookings and Pathways Support

- Manage appointment bookings for the Careers Advisor.
- Issue appointment confirmations and reminders and communicate changes to students and relevant staff.
- Maintain accurate and confidential booking and appointment attendance records.
- Follow up missed appointments and arrange further bookings as required.
- Refer enquiries requiring careers counselling, course advice or pathway decisions to the Careers Advisor or Director of Senior Pathways.
- Prepare and distribute approved careers and pathways information, forms and communications.
- Provide administrative support for careers appointments, pathways activities and related events as directed.

Student Study Spaces, Attendance Administration & Communication

- Monitor designated student study spaces during allocated periods and support an orderly environment consistent with College expectations.
- Check students in and out of designated study areas using approved College processes and systems.
- Maintain accurate records of student attendance, arrival and departure times and authorised movements.
- Follow up unexplained absences, unauthorised movements and discrepancies in attendance records in accordance with College procedures.
- Promptly refer attendance, behaviour, wellbeing or safety concerns to the relevant staff member or Director of Senior Pathways.
- Comply with all College attendance policies and procedures, including requirements for recording, reporting, follow-up and escalation.



- Prepare attendance summaries and other study area records as requested by the Director of Senior Pathways.
- Maintain accurate administrative records of student attendance, engagement, progress and completion requirements.
- Provide routine information to students and families regarding deadlines, forms, assessment arrangements, enrolment processes and program requirements.
- Prepare and issue authorised correspondence regarding student progress, attendance, assessment concerns and program changes.
- Respond professionally to administrative enquiries and concerns, referring matters requiring academic, wellbeing or pathways decisions to the appropriate staff member.

Documentation and Compliance Support

- Coordinate administrative updates to the Senior Handbook, Course Guide, VCE procedures and related documentation.
- Gather approved content from relevant staff, check administrative details, maintain version control and arrange review and publication.
- Monitor VCAA notices, administrative guidance and relevant program updates.
- Maintain audit and compliance records and collate evidence for VCE and VET audits.
- Support staff to meet documentation and submission requirements and follow up outstanding information.
- Provide administrative support for relevant curriculum and learning and teaching meetings, College improvement priorities and MACS initiatives.
- Maintain student and program records securely and in accordance with College privacy, confidentiality and recordkeeping requirements.

Qualifications & Experience

- Relevant qualifications in business administration, education administration or a related field, or equivalent demonstrated experience.
- Experience in school administration, preferably supporting VCE, VET, student pathways or VASS processes.
- Current Working with Children Check and other employment screening required by the College.
- Willingness to undertake VASS training and maintain current knowledge of VCAA administrative requirements.

Experience, Knowledge and Skills

- Strong organisational skills and the ability to manage competing priorities and critical deadlines.
- High attention to detail and demonstrated ability to maintain accurate records.
- Proficiency in VASS, or the capacity to develop proficiency, and strong skills in spreadsheets, databases, document preparation and school information systems.
- Ability to check and reconcile information, identify discrepancies and prepare reliable reports.



- Clear written and verbal communication and a professional approach to staff, students, families and external organisations.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Sound administrative judgment and the ability to work independently within established policies, procedures and delegated authority.
- Ability to work collaboratively and improve administrative processes.
- Ability to monitor student study areas, maintain attendance records and apply College procedures consistently.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Have a sound understanding of the eleven child-safe standards
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

1. Commitment to the Catholic ethos of the College and its motto *Live Fully Act Justly*.
2. Demonstrated ability to provide accurate and efficient administrative support, manage competing priorities and meet critical deadlines.
3. Knowledge of VCE, VET and VCAA administrative requirements, with demonstrated VASS proficiency or the capacity to acquire it.
4. Demonstrated ability to maintain confidential records, verify information and prepare accurate reports.
5. Strong communication and interpersonal skills when working with staff, students, families and external organisations.
6. Demonstrated ability to coordinate bookings, monitor designated student study spaces and maintain accurate attendance and movement records.
7. Ability to work collaboratively under the direction of the Director of Student Pathways, exercise sound administrative judgment and contribute to the improvement of administrative processes.



Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.