# CAMPASPE COLLEGE of ADULT EDUCATION
## ORGANISATIONAL CHART 2016

### Meeting Time:
- **Board of Management**
  - 3rd Mon or Wed
  - 5.30pm Monthly
- **Membership**
  - 2015-2016
  - 8 Volunteers

### Finances Budgets
- BVS
- Business Contracts
  - Staff Contracts
  - HESG Contract
  - ACFE Contract
- Statistics, AQTF
- Audit Compliance
- Scope Changes

### Board of Management
- Centre Manager
- Public Relations
- Marketing
- Cleaning Contracts
- Maintenance WHS
- Work for the Dole
- Contracts

### Audit Compliance
- QA, CL.

### Meeting Time:
- **2IC**
  - 3rd Tuesday
  - 4pm Monthly

### Staff Meeting
- Agenda-Minutes
- Admin Reports
- Round Table

### Program Administrators

<table>
<thead>
<tr>
<th>Educational</th>
<th>ECEC</th>
<th>Commerce</th>
<th>CHC</th>
<th>Pre-Vocational</th>
<th>First Aid</th>
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<tbody>
<tr>
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<td>Business Admin</td>
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<td>MYOB</td>
<td>First Aid-CPR</td>
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<td>IDMT-ICT</td>
<td>Education Support</td>
<td>Digital Literacy</td>
<td>Asthma Management</td>
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<td>Basic-Advanced</td>
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<td>Individual Support</td>
<td>Visual Arts and Crafts</td>
<td>Anaphylaxis Management</td>
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<td>Careers</td>
<td>Food Safety</td>
<td>Ageing Support</td>
<td>Under the Hood Maintenance</td>
<td>External Defibrillation</td>
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<td>Workexperience</td>
<td>Responsible Service of Alcohol-RSA</td>
<td>Community Services</td>
<td>Scrap Furniture Making</td>
<td>ECEC First Aid Management</td>
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<td>Aged Care</td>
<td>Fashion &amp; Design</td>
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<td>NuTC</td>
<td>Accounting</td>
<td>Disability</td>
<td>Woodwork</td>
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<td>Retail</td>
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<td>Work For The Dole</td>
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<td>TAE 40110</td>
<td>Photography</td>
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<td>Ausping</td>
<td>Tai Chi</td>
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<tr>
<th>Audit Compliance</th>
<th>Traineeships</th>
<th>Enrolments</th>
<th>VETtrak Invoices</th>
<th>Reception</th>
<th>Resources</th>
<th>Archiving</th>
<th>SVTS Uploads</th>
<th>Statistical Data</th>
<th>Mail, Banking</th>
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### WHS Representative
- WHS
- Marketing

### Publicity Officer
- Fire Warden
- Advertising
- WHS Facilities
- Webpage
- Facebook
- Accessioning

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### ORG charts
- CAMPASPE COLLEGE of ADULT EDUCATION
- 2016
- Organisational Chart
- Business Admin
- Youth Work
- MYOB
- First Aid-CPR
- IDMT-ICT
- ICT Support
- Education Support
- Digital Literacy
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- Basic-Advanced
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- Retail
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- TAE 40110
- Photography
- Ausping
- Tai Chi

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