

CAMPASPE COLLEGE of ADULT EDUCATION

ORGANISATIONAL CHART 2016

		Meeting Time: 3rd Mon or Wed 5.30pm Monthly		Board of Management	Membership 2015-2016 8 Volunteers				
Finances Budgets BVS Business Contracts		Staff Contracts HESG Contract ACFE Contract		Centre Manager		Public Relations Marketing		Cleaning Contracts Maintenance WHS Work for the Dole Contracts	
		Audit Compliance QA, CI		HESG-SVTS Liaison		2IC		VRQA Applications CentreLink Liaison Volunteers Welfare	
				Meeting Time: 3rd Tuesday 4pm Monthly		Staff Meeting		Agenda-Minutes Admin Reports Round Table	
				Program Administrators				WHS Representative Publicity Officer	
Educational		ECEC		Commerce		CHC		Pre-Vocational	
						First Aid		WHS	
CGEA		Business Business Admin		Youth Work		MYOB		First Aid-CPR	
FSK		IDMT-ICT ICT Support		Education Support		Digital Literacy Basic-Advanced		Asthma Management	
STAND		Commercial Cookery		Individual Support		Visual Arts and Crafts		Anaphylaxis Management	
Careers		Food Safety Food Hygiene		Ageing Support		Under the Hood Maintenance		External Difibrillation	
Workexperience		Responsible Service of Alcohol-RSA		Community Services		Scrap Furniture Making		ECEC First Aid Management	
MasterChef		Financial Services		Aged Care		Fashion & Design			
Construction		Bookkeeping		HACC		Ceramics			
NuTC		Accounting		Disability		Woodwork			
		Retail				Work For The Dole			
		TAE 40110				Photography			
		Auspicing				Tai Chi			
		Audit Compliance Trainer Matrix		Traineeships DELTA		Enrolments VETtrak Invoices		Reception	
						Public		Resources Archiving	
								SVTS Uploads Statistical Data	
								Mail, Banking Venue Hire	