



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TAE70310 Vocational Graduate Certificate in International Education Services**

**Revision Number: 1**

## **TAE70310 Vocational Graduate Certificate in International Education Services**

### **Modification History**

Not applicable.

## Description

### Descriptor

This qualification reflects the roles of individuals who apply both broad and highly specialised skills and knowledge in the field of international education. Their roles involve making significant, high level and independent judgements within major, broad or specialised planning, design, operational, technical or management functions. They may also have responsibility and broad ranging accountability for the structure, management and output of the work of others or for discrete functions.

International education work contexts include international onshore education, transnational offshore education, international projects and exchange or study abroad programs.

A range of public and private education sectors and organisations provide international education. Sectors include higher education, vocational education and training (VET), schools, English language intensive courses for overseas students (ELICOS) and preparatory courses (foundation, bridging and enabling).

### Job roles

Job roles and titles vary across different industry sectors. Possible job titles and roles relevant to this qualification include:

- academic or teacher working in international education provision or program design and delivery
- AusAID liaison officer
- client services manager
- coordinator, manager or officer in government agency or peak body
- deputy principal (schools sector)
- director of student administration
- director of studies
- ELICOS or English language teaching director
- enrolment coordinator
- international admissions coordinator or officer
- international education director
- international programs coordinator
- international student academic adviser
- international student coordinator
- manager, international student administration
- manager, international student admissions
- manager or coordinator, international student support services
- study abroad and exchange coordinator or manager.
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## Pathways Information

### Qualification pathways

#### *Prerequisite requirements*

There are no prerequisite requirements for individual units of competency.

#### *Pathways into the qualification*

Preferred pathways for candidates considering this qualification include:

- after achieving a relevant Diploma or Advanced Diploma, or a relevant Certificate III or Certificate IV, with significant relevant vocational practice
- after achieving another higher education qualification, often with relevant vocational experience
- with extensive relevant vocational experience, without formal qualifications.

Examples of job roles for candidates seeking entry, based on their vocational experience include:

- accommodation coordinator
- assistant marketing coordinator
- coordinator, manager or officer in government agency or peak body
- enrolment or admissions officer
- head of boarding house
- international liaison officer
- international student orientation program coordinator
- manager or liaison officer, international marketing
- student union officer, international student programs.

#### *Pathways from the qualification*

After achieving TAE70310 Vocational Graduate Certificate in International Education Services, candidates may undertake TAE80210 Vocational Graduate Diploma of Management (Learning).

## **Licensing/Regulatory Information**

### **Licensing, legislative, regulatory or certification considerations**

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

## **Entry Requirements**

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

#### TAE70310 Vocational Graduate Certificate in International Education Services

The following table contains a summary of the employability skills required by industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>• clearly communicating workplace information to others (verbally and non-verbally)</li> <li>• communicating sensitively in a cross-cultural context</li> <li>• communicating with people who speak languages other than English</li> <li>• interpreting needs of internal and external customers</li> <li>• negotiating effectively</li> <li>• reading and interpreting workplace-related documentation</li> <li>• writing to audience needs</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• applying knowledge of own role as part of a team</li> <li>• working as an individual and a member of a team</li> <li>• working with diverse individuals and groups</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• developing practical responses to workplace-related functions</li> <li>• taking action to resolve concerns</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• adapting to new and emerging situations</li> <li>• being creative or proactive in response to workplace problems, changes and challenges</li> <li>• developing a strategic, creative, long-term vision</li> <li>• developing innovative solutions to workplace challenges</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• allocating resources to workplace tasks and requirements</li> <li>• collecting, analysing and organising workplace data</li> <li>• identifying risk factors and taking action to minimise risk</li> <li>• planning for contingencies</li> <li>• utilising or determining required resources</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• following workplace documentation, such as codes of practice or operating procedures</li> <li>• managing own time and priorities</li> <li>• projecting a professional image when representing the organisation</li> <li>• taking personal responsibility at the appropriate level</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• maintaining knowledge of products and services</li> </ul>

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
	<ul style="list-style-type: none"> <li>• participating in ongoing learning (formal and informal)</li> <li>• seeking assistance and expert advice</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• applying business-related technology skills in organising and using workplace information</li> <li>• using business-related technology and equipment</li> <li>• using business-related technology safely</li> </ul>

## Packaging Rules

<b>Packaging Rules</b>	
<b>Total number of units = 4</b>	
<b>3 core units <i>plus</i></b>	
<b>1 elective units</b>	
The <b>elective unit</b> must be selected from the elective units listed below.	
<b>Core units</b>	
BSBDIV701A	Develop cross cultural communication and negotiation strategies*
TAEEDU701A	Investigate current trends in internationalisation of education*
TAEEDU704A	Conduct applied international education research*
<b>Elective units</b>	
<b>Educational administration</b>	
TAEEDU702A	Develop international onshore education programs and projects*
TAEEDU703A	Establish transnational offshore education initiatives*
<b>Innovation</b>	
BSBINN801A	Lead innovative thinking and practice
<b>Relationship management</b>	
BSBREL701A	Develop and cultivate collaborative partnerships and relationships
<p>* <b>Note:</b> These units are based on modules from the accredited course 21077VIC Graduate Certificate in Business (Management of International Education). Permission to adapt the modules was granted by the Department of Education and Training on behalf of the copyright holder, the State of Victoria.</p>	

**Packaging Rules****Selecting the elective unit for different outcomes**

The context for this qualification varies and this must guide the selection of the elective unit. Examples of appropriate elective units for particular outcomes follow.

**Manager, international programs (onshore)**

**3 core units *plus***

**1 elective unit**

- TAEEDU702A Develop international onshore education programs and projects

**Director RTO, international programs (offshore)**

**3 core units *plus***

**1 elective unit**

- BSBREL701A Develop and cultivate collaborative partnerships and relationships

**Director of student administration, international programs**

**3 core units *plus***

**1 elective unit**

- TAEEDU702A Develop international onshore education programs and projects