



# WE'RE HIRING.

## Head Trainer, Community Services Opportunity in Sydney

### About us

Australian Learning Group is a part of UCW, an ASX-listed entity operating in the private education sector. We have been providing quality Vocational Education Training (VET) courses to both international and domestic students for more than a decade. This is an exciting time to be joining the group due to the acquisition of IKON, an RTO and Higher Education provider.

### About the role

As our **Head Trainer for Community Services**, you will be responsible for leading the Community Services course offering across all ALG campuses across the country. This course offering is currently established in Sydney with a launch date in Melbourne set for July. The launch date for Brisbane and Perth are to follow. We are looking for a focussed, experienced leader to help support our continued growth and manage our growing team.

### Responsibilities and Duties

In this role, you will ensure high standards of operations for our Community Services courses by ensuring our courses meet the Australian Quality and Standards Agency (ASQA) requirements for vocational education by undertaking a variety of tasks such as:

- Have ownership for the Community Services courses and regularly review and update course curriculum and assessments.
- Plan and manage the launch of the course offering in our interstate campuses.
- Identifying the various needs of students and creating effective learning options to meet these needs.

- Establish and maintain relationships with host companies for Community Services students to undertake their work-placements.
- Managing the planning, designing and developing of course curriculum and method of instruction including, but not limited to, classroom notes, distance education notes, marking guides and instructional aids.
- Overseeing Trainers delivery of content and ensuring there is consistency across all course curriculum and method of instruction.
- Teaching students using teaching aids including presentation of lesson materials, discussions, workshops, laboratory sessions, multimedia aids and computer tutorials.
- Providing regular management reporting of results.
- Continuous personal development as required in order to develop new qualifications or courses.
- Facilitating and managing projects.

**Is this you? Our Head Trainers must have the following key selection criteria:**

- A strong passion for the Industry.
- Solid interpersonal skills and the ability to lead a team.
- Results orientated go-getter
- Organisational and time management skills.
- Demonstrated understanding of vocational education principles, student services and reporting requirements.

**VET experience**

- 3+ years management experience in the vocational sector
- 2+ years of experience as a Trainer and Assessor

**Education**

- Relevant Bachelors degree
- Certificate IV in Training and Assessment TAE40110 / 40116

**Be a part of our Team**

This role will be based in our new Sydney campus in the heart of Sydney CBD. This is an exciting time to be joining the group. As the College continues to expand, there will be opportunities to progress your career in the campus you join and interstate.

If you feel that you have the required skills and knowledge to be part of our team, send your CV with a cover letter which addresses each of the Key Selection Criteria to **Kelly.Skiba@alg.edu.au**



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