

A collage of four images: a woman in blue scrubs standing behind an elderly woman in a wheelchair; a woman in a green shirt smiling while looking at a young girl; a woman in a green shirt smiling and hugging a young boy; and a close-up of a person's hands in a wheelchair. The images are arranged in a collage style with white borders and overlapping edges.

WE'RE HIRING.

Lead Trainer and Assessor, Community Services

Opportunity in Sydney and Melbourne

Overview of the Role:

The Lead Community Service Trainer and Assessor is primarily responsible for managing and driving the performance of the Community Service trainers and assessors, in addition to the delivery of Community Service vocational and training courses. The Lead Trainer and Assessor will deliver the Cert III, Cert IV and Diploma for Community Service 3 days a week during term time.

The Lead Community Service Trainer and Assessor also actively works on the continuous improvement of the delivery and the resources of our courses ensuring that our courses meet Australian Skills Quality Authority (ASQA) requirements, adult education principles and facilitate students to achieve quality outcomes

Key Responsibilities include:

- Working with Education Director and Head Trainer in the development, monitoring and evaluation of quality best practice teaching and learning resources.
- Taking the lead for the continuous monitoring and improvement of teaching and learning resources

- Ensuring teaching and learning resources are print ready and meet the publication timelines
- Supporting the Head Trainer in implementing the Assessment Validation plan by conducting peer review of trainers and moderation of assessments with assessors for all campuses.
- Overseeing trainer's delivery of content and ensuring there is consistency and best practice across all course curriculum and method of instruction
- Identifying the various needs of students giving feedback to constantly improve effective learning options to meet these needs.
- Advising and supporting students on courses and related matters
- Liaising and establishing partnerships key industry stakeholders to facilitate the provision of programs and services the workplace component
- Working with Work Placement Consultant to secure workplacements for students
- Assisting Head Trainer to support trainers through classroom observation and developing improvement strategies
- Undertaking personal development activities as per the annual Professional plan
- Facilitating and managing projects as required
- Undertaking other duties as required

Qualifications and Experiences:

- At least five (5) years relevant industry experience (for example Case Management, Councelling, Mental Health)
- 3+ years of experience as a Trainer and Assessor or teacher in your vocation
- A sound knowledge and understanding of the vocational education and training sector
- A comprehensive understanding of how RTOs operate in a business context
- Sound knowledge of training packages and units of competency
- Certificate IV and Diploma of Community Service OR higher qualification
- Certificate IV in Training and Assessment TAE40116 or higher or equivalent
- Good interpersonal skills and the ability to work well in a team
- Demonstrated understanding of educational processes in vocational education sector including curriculum development and delivery.
- Demonstrated understanding of vocational education principles, student services and reporting requirements.
- Proven ability to provide administrative, educational and professional direction to staff across a variety of services.

Be a part of our Team

As Australian Learning Group continues to expand, there are opportunities to progress your career. When you join our team you join the ALG family. We are a dynamic and growing organisation and offer our employees opportunities to enrol in our qualifications for free, weekly massages, access to our employee benefits portal and the opportunity to be paid flexibly.

About Australian Learning Group

Australian Learning Group is owned by UCW and operates a number of colleges including Australian College of Sport and Fitness, 4Life College and Australian College of Dance. 4Life College is a part of the Australian Learning Group and has been providing quality Vocational Education Training (VET) courses within the community services arena to both international and domestic students for more than a decade.

About UCW

UCW is an ASX-listed entity that owns and operates a portfolio of tertiary education businesses, with a current focus on Health and Community Services related fields of study in both the international and domestic student market. Education is delivered nationally across 12 campuses.

Please note:

- Only shortlisted candidates will be notified of the outcome of their applications.
- We are only able to consider applicants with the right to live and work in Australia.
- Please apply by your resume and a covering letter demonstrating your achievements in a similar role to kelly.skiba@alg.edu.au



visit alg.edu.au/career-opportunities/ for more opportunities

AUSTRALIAN COLLEGE OF
SPORT & FITNESS

AUSTRALIAN COLLEGE OF **DANCE** **4Life College**