

# WE'RE HIRING.

## **National Course Coordinator (NCC), Early Childhood Education & Care** Opportunity in Sydney

### **About the role**

The National Course Coordinator, Early Childhood Education and Care (ECEC) is responsible for the end-to-end academic management of the courses within ALG's Early Childhood Education & Care portfolio, from the Training and Assessment Strategy through to learning resources and assessments, validation and moderation, learner support, trainer recruitment and management - underpinned with a strong focus on compliance, quality and student satisfaction.

In the role you will lead and support a national team of employed and contract trainers and assessors, including State Lead Trainers in certain states, ensuring consistency of delivery across our multiple campus locations.

This is a non-teaching, academic management role, reporting to ALG's Academic Manager.

### **Key Responsibilities**

Your key responsibilities in the role include:

- Maintaining and implementing the Training and Assessment Strategy (TAS)
- Ensuring training resources, delivery and assessments are aligned to the TAS and that mapping is maintained
- Ensuring ALG's compliance with the Standards for Registered Training Organisations (RTOs) 2015 and National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Working closely with the Academic Manager on course reviews, transitions and plans to expand the course portfolio
- Acting as the escalation point for students' academic enquiries

- As the Subject Matter Expert (SME), managing and implementing outcomes from the validation and moderation process
- Implementing systems and controls to ensure accuracy and timely completion of assessment marking
- Working collaboratively with ALG's Work Placement Team to ensure all students undertake their required industry training and assessment
- Recruiting and managing the trainers and assessors involved in the delivery, including maintaining the trainer matrix
- Conduct trainer observations and provide feedback to deliver improvements
- Use the continuous improvement cycle of ALG's education delivery through the review of trainer and student feedback
- Participate in external and internal audits

### **Leadership & Management**

- Lead and foster a high-performance culture in the training and assessment team, with a focus on compliance, quality and student satisfaction
- Implement the academic policies and procedures
- Maintain your own industry and training and assessment currency
- Lead and or support recruitment activities
- Consulting with all stakeholders across ALG to ensure understanding and support of the course delivery
- Working with the Academic Manager, ensure education budgets (teaching costs, content delivery, course review and development) are met
- Contribute to the suite of reporting to measure and track the success of the delivery of the course
- Ensure a safe work environment

### **Industry Engagement**

- Implement the ALG industry engagement plan
- Engage with industry stakeholders relating to the Early Childhood Education and Care industry
- Hold and recommend memberships of relevant professional associations
- Obtain key industry endorsements for all qualifications within Early Childhood Education and Care

### **Experience and Qualification:**

- 5+ years' academic management experience in a Registered Training Organisation
- 3+ years' experience leading a training and assessment team
- 3+ years of experience as a trainer and assessor
- Deep understanding of the Standards for Registered Training Organisations (RTOs) 2015
- Experience delivering education to international students under the National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Demonstrated understanding of vocational education principles and reporting requirements
- Hold detailed knowledge of all tasks and skills required of trainers and assessors within Childcare or Early Childhood Education and Care
- Hold the most current Diploma qualification in Childcare or Early Childhood Education and Care or a Bachelor equivalent

- Certificate IV in Training and Assessment TAE 40116, higher, or equivalent
- Hold detailed knowledge of requirements of the training specifications of the courses on scope for Childcare or Early Childhood Education and Care

#### **Personal Attributes:**

- Ability to work independently and within a team
- Strong communication and interpersonal skills
- Strong people management skills
- Ability to work under pressure and remain calm in stressful situations
- Demonstrated ability to independently plan, implement and monitor mentoring and support for trainers and assessors
- Ability and willingness to work collaboratively with a diverse group of staff across educational and broader functions in a scholarly and cooperative environment
- Advanced skills in training resource development
- Proven ability to manage projects effectively

#### **Diversity & Inclusion**

We celebrate our diversity and strive to reflect contemporary Australian society in order to better serve our students. We welcome and encourage applications from Aboriginal and Torres Strait Islander people, culturally and linguistically diverse people, people with disabilities, sexually and gender diverse people, people with lived experience of adversity and from people of all ages.

#### **About Australian Learning Group**

Australian Learning Group is a registered training organisation that has been offering high-quality vocational education and training to both domestic and international students for over 15 years. ALG offers a range of accredited certificate and diploma level courses in Health and Community services related fields of study. ALG is part of the ASX-listed UCW Limited Group.

#### **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 send your resume and a covering letter summarising your relevant skills and experience to [bonnie.ballete@alg.edu.au](mailto:bonnie.ballete@alg.edu.au)