

# WE'RE HIRING.

## State Lead Trainer (SLT), Community Service Opportunity in Sydney

### About the role

The State Lead Trainer role is supporting the National Course Coordinator and a vital member of the training and assessment team for the course delivery, mainly responsible for training and evaluation in the state where the position is located. As a secondary responsibility, the role will help ensure that all courses in the field of Community Service follow RTO requirements and our ambitious objectives of student satisfaction.

### Key Responsibilities

- Delivering training and assessment as outlined in the Training and Assessment Strategies (TAS's) for the Community Service
- Supporting the NCC managing and developing the trainer workforce in the state the role is location
- Maintaining ALG's compliance with the Standards for Registered Training Organisations (RTOs) 2019 and National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Deliver training and assessment to students enrolled in Community Service in the state the role is located (on average 60% of time in role is spent on the delivery of training and assessment)
- Supporting the National Course Coordinator in managing and developing the trainer workforce in your state
- Implementing education and staff policies
- Supporting recruitment and onboarding of trainers and assessors as required
- Acting as the escalation point for students' academic enquiries
- Assisting with the investigation of student complaints and appeals as required
- Using the continuous improvement cycle of ALG's education delivery through the review of trainer and student feedback

- Consulting with all stakeholders across ALG to ensure understanding and support of the delivery of the Community Service

### **Experience and Qualification:**

- 5+ years current industry experience in the direct related course industry sector.
- 3+ years of experience as a Trainer and Assessor
- Deep understanding of the Standards for Registered Training Organisations (RTOs) 2019
- 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 Community Service
- Hold the most recent Diploma qualification in Community Service 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 Community Service

### **Personal Attributes:**

- Ability to work independently and within a team
- Strong communication and interpersonal skills
- Ability to work under pressure and remain calm in stressful situations
- Ability and willingness to work collaboratively with a diverse group of staff

### **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.

**Be part of our team:**

- 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)
- We are only able to consider applicants with the right to live and work in Australia
- Only shortlisted candidates will be notified of the outcome of their applications