

RTO Training Coordinator

Position description

Department/Unit:	RTO	Location:	Ballarat
Reports to:	RTO Manager	Supervises:	RTO Department
Employment Status:	Full Time	Approved By:	RTO Manager
Date:	April 2018		
Award/Classification	Employment Contract Salary Packaging Available		

Position Purpose

The role of the RTO Training Coordinator is to ensure high quality student outcomes through effective and efficient training delivery. The role will look to promote consistency across BGT training services maintaining compliance with national standards.

Position Tasks

- Liaise with the RTO Manager and RTO staff to coordinate BGT's training services.
- Act as a link between administration and training staff to ensure compliance with BGT's internal processes.
- Assist trainers and assessors with ongoing course development. Implementing and improving existing course content and resources.
- Undertake course compliance activities such as TAS development, assessment mapping and validation.
- Plan and prepare training documentation for new intakes.
- Designing, scheduling and administering of student surveys.
- Support training staff to deliver high quality training services and student outcomes.

Key selection criteria	Essential	Desirable
Applicants must address the following selection criteria in writing to be considered for this position:		
• Demonstrated high level of experience and achievement in the contemporary management of training programs. Relevant experience in a similar role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Demonstrated high level of understanding of how RTO's operate, with extensive knowledge of VRQA, AQTF and training package requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Proven ability in course development and resource compliance management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Highly effective interpersonal and communication skills, including highly developed written communication skills and the ability to effectively advise and consult with team members.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Proven ability to work within a team which achieve positive results.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Qualifications/ Registrations	Essential	Desirable
These do not need to be addressed in the selection criteria but must be included on resume:		
• TAE40110 Certificate IV in Training and Assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Degree or relevant qualification in business or training.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Recent Satisfactory Police Check.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Current Working with Children's Check.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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• Current Victorian Driver’s License.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Key Responsibilities	
Governance & Leadership	<ul style="list-style-type: none"> • Actively promote and follow company policy and procedures. • Ensure compliance with all BGT policies and procedures, in particular BGT WHS policies and procedures. • Actively promote our vision and values.
Workforce & Culture	<ul style="list-style-type: none"> • Maintain a healthy work/life balance. • Actively contribute to a safe working environment for all employees. • Contribute effectively to the promotion of equal opportunity and non-discrimination in the workplace.
Finances & Infrastructure	<ul style="list-style-type: none"> • Contribute to a financially viable organisation by applying sound judgement and implementing effective work practices. • Operate ethically and model BGT’s values and behaviours. • Work collaboratively to ensure excellence in service delivery.
Business Systems & Performance	<ul style="list-style-type: none"> • Ensure that all business activities undertaken are in the best interest of the organisation. • Ensure compliance with the VET Quality Framework and other relevant legislation. • To accurately complete and maintain all necessary records, reports, notes and outcomes in accordance to strategic growth planning. • Be willing to undertake ongoing professional development as required.
Productive Partnerships	<ul style="list-style-type: none"> • Promote BGT as the community services provider people choose. • Actively contribute to continuous improvement. • Support the Leadership Team and RTO as required.
From time to time we may ask you to assist in other work roles and locations as necessary	

I understand the description of my role and key result areas, and agree to fulfil this description.

Signature: _____

Date: _____