

Position Description

SEDA Group (SEDA) is a leading provider of hands-on education that delivers senior secondary and post-secondary qualifications that are designed to engage, educate and empower young people as they transition onto employment or further education.

Position title:	Learning Coordinator and Designer
Immediate Manager:	Training and Development Manager
Status	Full time
Term	Permanent
Location	North Melbourne / Hawthorn East
PD reviewed date	June 2021

About SEDA GROUP

Established in 2006, SEDA Group (SEDA) is an applied learning education provider, known for successfully developing a model of Senior Secondary Education combining Vocational Education and Training (VET) both inside and outside the classroom. As a national organisation, our hands-on learning environment is unrivalled by any other education provider, as we focus on individual learning and enabling our students to build transferrable skills that will prepare them for a successful future.

Across Australia SEDA partners with over 45 leading national, state and local sport, recreation, building and trade organisations. We are highly regarded for empowering, supporting and believing in young people. Our staff ensure all students learn in a safe and inclusive environment. In addition, our staff and teachers undertake their roles with a commitment to:

- Integrity
We act with transparency, honesty and fairness. We own our decisions and behaviours.
- Innovation
We encourage new thinking, listen to ideas and have an open mind
- Professionalism
We set high standards, give our best and are consistently reliable. We deliver on commitments
- Collaboration
We work in partnership willingly. We share challenges and successes

SEDA Group

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RTO Provider Number 22503

Purpose of the role

The Learning Coordinator and Designer is responsible for assisting with the development of high-quality vocational education and training programs as offered by SEDA Group. The role focuses on the development of engaging, applied curriculum, as well as the need to ensure compliance and continuous improvement. The Learning Coordinator and Designer will be required to consult with and support a range of internal and external stakeholders to achieve strong outcomes for SEDA Group’s vocational programs. A strong focus of the role is the digitalization of teaching, learning and assessment within the SEDA courses.

Key Duties

The key functions of the Learning Coordinator and Designer position are to:

- Develop engaging and compliant training and assessment materials, informed by industry consultation and partner organisation requirements
- Assist with the digitalisation of the VET curriculum, instructional design of teaching and learning materials, loading material to the learning management system and developing digital learning content
- Coordinate and complete training and assessment documentation, including but not limited to: recognition of prior learning toolkits, training and assessment strategies and timetables

Primary Responsibilities

Accountabilities	Overview
Program Design & Development	<ul style="list-style-type: none"> • Assist with the planning, implementation and evaluation of all SEDA Group units, qualifications and programs • Develop detailed training and assessment strategies (in conjunction with relevant staff), as well as variations of strategies for different cohorts • Assist in the development of detailed training plans (in conjunction with the RTO Administration Manager) • Assist in the curriculum development process that is informed by industry and responsive to the needs of a range of clients • Ensure the development of qualifications and programs that meet SEDA Group’s strategic goals and compliance requirements • Ensure training and assessment materials are engaging, applied and compliant, with clear links to industry vocational outcomes and/or further education • Liaise regularly with industry consultants to ensure training and assessment functions are contemporary and relevant • Assist with curriculum development for extensions or amendments to scope • Identify new courses, qualifications and training opportunities and undertake planning for their subsequent development

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	<ul style="list-style-type: none"> • Ensure all SEDA Group program content is suitably structured and meets a range of compliance requirements across various jurisdictions • Contribute to the development and continual update of timetables and oversee VET unit delivery schedules • Develop recognition of prior learning toolkits for learners and assessors
Curriculum Digitalisation	<ul style="list-style-type: none"> • Develop and procure engaging training and learning materials utilising digital platforms, software, tools and applications • Load and instructional design of teaching and learning materials within the learning management system • Educate trainers and assessors on digital tools, resources and applications that aid in their training delivery • Digitalise recognition of prior learning toolkits
Compliance & Continuous Improvement	<ul style="list-style-type: none"> • Ensure all qualifications and programs adhere to the training package, SRTO, AQF and state funding regulatory and compliance requirements. • Adhere to the VET Quality Framework • Ensure the continuous improvement of qualifications and programs, responding to client, trainer, employer and industry feedback • Active validation of training and assessment materials in collaborating with key stakeholders • Assist with the organisation of industry consultation and participate in consultation meetings, ensuring the intelligence gained through consultation is incorporated into all training and assessment functions • Ensure the principles of assessment and rules of evidence are adhered to throughout the assessment design and development phases • Develop and deliver professional development sessions for trainers and assessors, covering teaching and learning, VET, compliance and curriculum • Contribute to internal and external audits by coordinating training and assessment materials in accordance with relevant standards
VET/RTO Relationships	<ul style="list-style-type: none"> • Develop and maintain a network of stakeholders, consultants and advisors to support the continuous improvement of training processes and products • Ensure strategic alliances and partnerships are developed and maintained with SEDA's range of partners and industry stakeholders
Deliver Training and Assessment to SEDA Group Students	<ul style="list-style-type: none"> • Assess recognition of prior learning applications, including conducting practical assessments as required • Prepare and deliver theoretical and practical classes, using innovative, flexible and stimulating course material for students undertaking SEDA Group courses as required • Mentor students in project delivery, attending and assisting with the execution of projects locally, interstate and internationally as required

	<ul style="list-style-type: none"> Stay abreast of academic, professional and industrial developments in the appointee's discipline area by appropriate means, and to maintain and develop academic, professional and industrial contacts
General Duties	<ul style="list-style-type: none"> Act in accordance with SEDA values and policies and procedures Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety Maintain Working With Children's Check Maintain industry currency, vocational competencies and current vocational training and learning knowledge and skills Complete and annually update the Trainer and Assessor Skills Matrix and Curriculum Vitae Work as an active SEDA Group team member, assisting with any task, role or responsibility directed in order to achieve SEDA Group's strategic goals

Key Relationships

Internal	External
Training and Development Manager	Students
National Digital Learning Manager	Industry Partners
Digital Learning Coordinator	ASQA
General Manager- Training Operations	State Funding Bodies
Administration Manager	SEDA Colleges
State Operations Manager- VIC/WA	
SEDA Group Executive	
Quality and Compliance Coordinator	

Skills, Knowledge and Experience

- Demonstrated experience in developing and delivering curriculum within the vocational education and training sector
- A passion and flair for developing high quality, engaging, and applied curriculum
- Demonstrated experience in the planning, development, implementation, operation and review of programs to achieve quality outcomes for students, staff and employers
- Previous experience in developing comprehensive training and assessment strategies, training plans, delivery schedules and timetables
- Strong understanding of sport, ability to be innovative and proven ability to work in a fast-paced environment
- Proven ability to take initiative, work autonomously and productively as part of a team, and establish and maintain professional relationships with key stakeholders both internal and external to an organisation

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- Knowledge of ASQA / SRTO / State funding and training package requirements, and some relevant experience in internal and external audits
- Experience with a range of training delivery methods including blended delivery, classroom-based delivery, work-based delivery, online delivery and distance learning
- A strong understanding of contemporary and digital learning to suit different client groups
- Proven ability to conceptualise and implement continuous improvement strategies
- Strong written and oral communication skills, with proven ability to establish and maintain collaborative working relationships
- The ability to manage multiple tasks and meet challenging deadlines
- A strong client focus with flexibility and adaptability
- Proficiency in PC based software packages and learning applications
- Demonstrated capacity to lead and manage staff in the design, development, implementation and evaluation of engaging, innovative and compliant teaching materials, products and services
- Experience with eLearning or other digital learning tools and applications
- Relevant qualifications in education and experience in educational environment

Other Requirements

- Conditions of engagement including probation, health and character checks (including police records check and working with Children Check) will apply to this position.
- TAE40116 Certificate IV in Training and Assessment, or its equivalent
- To be eligible for engagement, you must have Australian or New Zealand citizenship or permanent residency status.
- Current First Aid certificate
- Applicants need to meet the selection criteria outlined in SEDA Group's Skills First contract and may be required to complete a 'Fit and proper person declaration form' to be eligible for engagement.

The list of responsibilities herein is not intended to be all-inclusive, and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

Position Description Acceptance

I _____ (*Incumbent Name*) have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

Signed Date