

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:	National Training Manager
Immediate Manager:	General Manager – Training Operations
Status:	Full time
Term:	Permanent
Location:	Victoria
PD reviewed on:	August 2021

About SEDA GROUP

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. Now a national organisation, 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 50 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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 p 1300 777 332
 ABN 80 145 751 962
 RTO Provider Number 22503

Purpose of the role

The National Training Manager role is responsible for overseeing the strategic development, implementation and monitoring of high-quality curriculum and education programs, including Industry VET programs, Business and Sport VET programs, VET delivered in senior secondary schools and the oversight of curriculum licensed to SEDA College's.

The role focusses on the development of innovative, industry lead, applied curriculum, as well as the need to ensure quality and compliance requirements are met and considered within the continuous improvement cycle. The National Training Manager is required to consult with and support a range of internal and external stakeholders to achieve strong outcomes for SEDA Group's Education Programs.

The National Training Manager will report to the General Manager – Training Operations of SEDA Group.

Primary Responsibilities

<p>Program Design & Development, and Innovation</p>	<ul style="list-style-type: none"> • Position SEDA Group as a leader in applied education by bringing to life the curriculum's unique connection to industry and ensuring such curriculum truly reflects industry needs and experiences • Oversee, develop and maintain strong pathway options for students, including articulation arrangements with Universities" • Oversee the digitalization of SEDA Groups Vocational Education and Training (VET) curriculum and ensuring that SEDA continues to innovate with teaching and learning methods • Liaise regularly with industry partners to ensure the curriculum remains contemporary and in line with current industry trends • Manage a curriculum approval process ensuring both SEDA Group and Education provider programs are adhering to the Curriculum Development Framework • Ensure that the development of qualifications and programs meet SEDA Group's strategic goals as well as quality and compliance requirements • Manage the planning, implementation, and evaluation of all SEDA Group units, qualifications, and programs nationally • Manage the development of detailed training and assessment strategies (in conjunction with relevant staff) • Assist in the development of detailed training plans (in conjunction with the General Manager, Training Operations) • Ensure training and assessment materials are engaging, applied and compliant, and have clear links to industry vocational outcomes and contemporary job profiles • 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 internal and external requirements across various jurisdictions
Strategic direction	<ul style="list-style-type: none"> • Create and develop a Learning Strategic plan for SEDA Group to provide short- and long-term objectives for the SEDA Group and its stakeholders. • Provide visionary and strategic advice to promote, support and sustain a dynamic learning culture • Investigate best-practice processes for all curriculum and educational program design and delivery.
Quality, Compliance & Continuous Improvement	<ul style="list-style-type: none"> • Ensure that SEDA Group provides for review and assessment required documentation and reasonable access to all areas, records and staff as required by the regulator or government funding representatives for the purposes of audit. • Ensure all qualifications and programs adhere to training package requirements, as well as the Standards for Registered Training Organisations (RTOs) 2015 Australian Qualification Framework (AQF) and all state funding regulatory and compliance requirements. • Adhere to the VET Quality Framework where applicable • Ensure the continuous improvement of qualifications and programs responds to client, trainer, employer, and industry feedback • Actively manage the validation of training and assessment materials by collaborating with key internal and external stakeholders • Oversee the industry consultation process for both unit of competency selection, the development of training and assessment strategies, and consolidation of employment pathways/job outcomes • Ensure the principles of assessment and rules of evidence are adhered to throughout the assessment design and development phases • Implement and maintain assigned policies and procedures and contribute to SEDA Group's quality management processes • Develop a professional support package for trainers and coordinators, and develop training to support curriculum and skill development • Contribute to internal and external audits by managing training and assessment in accordance with relevant standards • Lead the Digital Learning team in relation to enhancing the curriculum and leveraging digital capabilities to support student progression and engagement.
VET/RTO/College Relationships	<ul style="list-style-type: none"> • Develop and maintain a network of industry stakeholders, consultants, and advisors to support the quality and continuous improvement of teaching, learning and assessment practices and products

	<ul style="list-style-type: none"> • Develop and maintain a strong and collaborative working relationship with the Colleges licensed to deliver SEDA programs or who access SEDA VET curriculum. • Ensure Colleges or schools accessing SEDA VET curriculum retain a high level of confidence in the quality of the VET programs, inclusive of strong connections to SEDA’s industry partners, and the learning and teaching resources available • Ensure strategic alliances and partnerships are developed and maintained with SEDA’s range of partners and industry stakeholders
Leadership	<ul style="list-style-type: none"> • Provide effective and positive leadership, helping to create an environment where staff can perform at their best to provide highly quality outcomes and services • Work as an effective team member, sharing responsibilities, working collaboratively, generating ideas, and demonstrating leadership within SEDA Group • Provide support, advice, leadership, and assistance to other trainers and assessors within the program • Be aware of all organisational policies and practices and guidelines to support implementation in practice. • Collaborate with staff/team members to ensure best outcomes for students accessing our program/s • Participate in professional development activities to support maintaining VET and industry currency. • Represent SEDA GROUP in a professional manner
General	<ul style="list-style-type: none"> • Maintain effective working relationships with key internal and external stakeholders, including but not limited to representatives within other Registered Training Organisations (RTOs), industry, advisory bodies, and community organisations • Ensure strategic alliances and partnerships are developed and maintained with SEDA’s range of partners and industry stakeholders • Regularly liaise with key stakeholders and provide advice to management on educational Program and Curriculum matters • Adhere to SEDA Operations Manual and Business Processes
Other	<ul style="list-style-type: none"> • Other duties appropriate to the level of the position and in accordance with incumbent’s skills and competencies.

Key Relationships

Internal	External
Chief Executive Officer	Industry Partners and stakeholders

SEDA Group

SEDA Group Executive	VET Consultation and Advisory bodies
National Digital Learning Manager	SEDA Colleges
Operations Manager, VIC & WA	Government dept/regulators
General Manager, Training Operations	

Skills, Knowledge and Experience

- Tertiary qualifications in education, training, or a related discipline (post-graduate qualifications well regarded)
- TAE40116 Certificate IV in Training and Assessment, or its equivalent (higher level training and assessment or audit qualifications well regarded)
- Relevant vocational qualifications, and demonstrated vocational competency and industry currency in Sport, Fitness or Recreation qualifications
- Demonstrated extensive experience in the management of the Vocational Education or Training Sector
- Well-developed written and verbal communication skills, including the ability to establish and maintain effective working relationships with a broad range of internal and external stakeholders
- Evidence of strategic thinking, strong conceptual, analytical, and problem-solving skills with the ability to translate analysis into actionable strategy.
- Demonstrated experience in leading and developing staff by creating a climate in which staff want to do their best in an area of high workload intensity.
- A passion and flair for developing high quality, engaging, and applied curriculum
- Demonstrated organisational 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 organisational, planning and time management skills with an ability to prioritise and manage workload, meet deadlines, and adapt to changing circumstances while delivering a high-quality function
- Demonstrated proven ability to deliver excellence by taking personal accountability for achieving high quality outcomes and a flexible approach to diverse work demands in a fast-paced environment.
- Knowledge of ASQA / SRTO / VRQA / Skills First (or equivalent) state funding regulations 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 learning to suit different client groups
- Proven ability to conceptualise and implement quality and continuous improvement strategies

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- Strong written and oral communication skills, with proven ability to establish and maintain collaborative working relationships
- Proficiency in utilising Student Management Systems (SMS) and Learning Management Systems (LMS) is required. Experience using PC based software packages, such as VETTRAK, SVTS and EPSILON is desirable but not required

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.
- To be eligible for engagement, you must have Australian or New Zealand citizenship or permanent residency status.
- 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

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