

Training Supervisor - Position Description

Full time

Assist in ensuring compliance with all relevant standards and legislation necessary for the REIT functioning as an RTO
Project manage the changes or development of learning and assessment materials in response to legislative or training package changes
Respond to training enquiries including advising students and employers of state and federal funding opportunities
Assist in preparing & managing RTO audits
Maintain the trainers registers folder
Provide assistance to the Training Manager
Send distance-learning material as requested
Database entry, including entry in relation to any trainee
Filing
Answer phones and handle general inquires when required
Formatting notes when required. Including doing table of contents page, indexing, using bold, underlining, and using text design
Assist in preparing funding applications
Monitor all trainee extensions, cancellations and early completions
Manage training website updates
Assist in conducting trainee visits around the state
Monitor when training plans for trainees need to be reviewed and review in accordance with documented procedures
Support students and trainers in relation to training needs
Identify and apply for funding when opportunities become available
Any other tasks as required from time to time by Training Manager and CEO

Selection Criteria - Training Supervisor

The successful candidate will display the following criteria:

- Demonstrated knowledge and understanding of the Australian Skills Quality Authority, training packaging requirements, AVETMISS and experience with government funded programs
- Excellent administration and documentation skills
- Excellent customer service and client management skills
- Experience in business development and grant, tender or proposal writing
- Current Drivers Licence and willingness to travel intrastate
- Experience within the vocational training sector or RTO training environment

Applications, addressing the selection criteria and reflecting the applicant's ability to effectively undertake the required duties, must be addressed to:

Patricia Donnelly
Training Manager
Real Estate Institute of Tasmania
GPO Box 868
HOBART TAS 7001

Application can be posted to the above address or emailed to patricia.donnelly@reit.com.au

Applications must be received no later than close of business 4th January 2019.