

RTO Course Resource Manager

Hays | Education • Northern Suburbs Sydney NSW



Base pay

\$70,000 - \$80,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

24 Jul 2021



Expired On

21 Jun 2022



Category

Education, Training & Childcare



Occupation

Vocational Training & TAFE



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Contract type

Permanent



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Full job description

Your new company

This organisation is one of Australia's leading Education Group of Registered Training Organisation (RTO's) and is focused in offering the best vocational education and training (VET) courses for apprentice trainees, adult student, job seekers and corporate clients. This organisation is looking for a Course Developer to manage learning resources for a permanent full-time role.

Your new role

As a Course Developer for this RTO, you will be responsible for developing resources and overseeing the compliance of programs and adapt them for specific target cohorts.

You will utilise your training background to:

- Update training packages
- Upload content to online platform and information is interactive and comprehensible
- Assist with writing policies and procedures for courses
- Work with industry experts to ensure courses meet content requirements
- Work with trainers to create appropriate scenarios
- Opportunity to also deliver some training if desired (not essential)

What you'll need to succeed

- Up-to-date TAE Certificate IV in Training and Assessment
- Knowledge and confidence with editing online training portals
- Previous experience in course development and writing
- Previous experience working within RTO setting

What you'll get in return

- \$70k - \$85k salary depending on experience
- North Sydney location

- Ability to work from home at times
- Opportunity to continue training if desired
- Work closely with Compliance Manager and strong training team
- Forward thinking RTO with supportive management

What you need to do now

We are working in partnership with this organisation to recruit several exciting roles. If you have a strong vocational education and training background and are interested in this role or hearing about similar opportunities click 'apply now' or email: jessica.conroy@hays.com.au with a copy of your up-to-date resume and call Jessica for a confidential discussion on 80626138.

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