



Curriculum and Training Development Officer School of Isolated and Distance Education

Position number	00039895
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Registered Training Organisation (RTO) Manager (Level 7)
Direct reports	Nil

Context

The School of Isolated and Distance Education (SIDE) is the main centre for K-12 distance education and online learning within the Western Australian Department of Education. The school provides quality education for students who for various reasons cannot attend classes in a regular school.

SIDE provides a wide range of educational programs in Western Australia through an online distance mode. SIDE offers the same education opportunities and support as most primary and secondary schools, including support for students with disabilities, students with learning difficulties and gifted and talented students.

The school uses digital technologies to deliver online education programs. It occurs in two forms:

- Synchronous, real-time communication via the Department's Webex web-conferencing platform. Students have access to scheduled 'live' instruction.
- Asynchronous, 24/7 access. Moodle is used to deliver curriculum materials and facilitate student and staff collaboration online.

In addition, SIDE, as an RTO, provides quality vocational education and training programs (VET). This provision of service has significant benefits for students and schools, particularly in regional and remote areas.

Visit education.wa.edu.au to find out more information about the Department of Education and www.side.wa.edu.au for further information about SIDE.

Key responsibilities

Curriculum development

- Develop training and assessment materials and maintain resources to support curriculum delivery.
- Plan, coordinate and manage the content and design of course materials for paper based and/or digital and online delivery.
- Ensure compliance of training, assessment and other courseware with training package requirements, the *Standards for Registered Training Organisations 2015* (or as replaced) and Australian Qualification Framework (AQF) requirements.
- Responsible for the content planning, scheduling, resourcing and management of all curriculum development projects.
- Provide curriculum leadership, management and support to curriculum and course writers to ensure the development of high quality training, assessment and support materials.
- Responsible for the implementation of intellectual property and copyright policy.

Training development

- Develop relevant, current, industry-based, contextualised training material.
- Ensure training delivery meets the needs and expectations of learners, trainers, teachers and industry groups and achieves school strategic outcomes.
- Provide professional development to stakeholders in conjunction with the RTO School Relationships Officer.

Stakeholder engagement

- Consult with industry, schools, trainers and assessors in the development and review of programs, including training and assessment materials, which may involve travel to schools and other sites in metropolitan and country regions.
- Maintain industry and vocational currency, including professionalism, knowledge, skills and experience in course related fields.

Evaluation

- Conduct regular reviews, validation and moderation of training and assessment materials for all units of competency on the RTO scope of registration.
- Coordinate and maintain training and assessment tools to ensure compliance with assessment requirements, including the rules of evidence and principles of assessments of the relevant training package.
- Facilitate and record feedback from stakeholders for continuous improvement of training delivery and assessment.

Administration

- Implement and advise on quality and assurance policies and procedures relating to the development, planning and delivery of training and assessment.
- Ensure administrative and records management compliance.
- Develop and maintain guidelines on the use of the RTO's courseware and associated materials.
- Participate in internal audits.

Selection criteria

1. Demonstrated experience in identifying, designing, developing, delivering and evaluating high quality vocational education and training courses and associated resource materials.
2. Demonstrated well-developed ability to lead, manage, facilitate and work in a collaborative team environment, including the ability to prioritise and lead training programs and courses.
3. Demonstrated high level interpersonal and verbal communication skills to undertake consultation, collaboration, negotiation and deliver training programs and courses.
4. Demonstrated well-developed written communication skills, including considerable experience in the development of high quality training and development programs, courses and resources.
5. Demonstrated project management and organisational skills to provide innovative solutions and the ability to prioritise tasks to meet conflicting timelines.

Eligibility and training requirements

Employees will be required to:

- hold a current Certificate IV in Training and Assessment
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment
- hold a current "C" class driver's licence.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 24 November 2020
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