

Position Description

(Under Review February 2011)

Position Title:	Training Director (TD)
Location:	Australia
Prepared By:	Training Management Director (TD)
Approved By:	Chief Executive Officer (CEO)
Remuneration Level:	AA1 or Volunteer

QUALIFICATIONS

Minimum Requirements:

Certificate IV Workplace Training & Assessment or above

Academic post graduate qualifications in business stream

Training Staff who start with the RTO after 24 November 2005 must have a certificate IV in TAA04 with the units TAAASS401A, TAAASS402A and TAAASS404A or demonstrated equivalent competencies to the competencies in the TAA04.

Essential Requirements

- Ability to deliver training in a group situation or one on one
- In depth knowledge of Microsoft Office Applications
- A reliable car
- Conform to standards with relation to completion of documentation
- Flexible with training needs of clients i.e. email/phone support
- Enjoy meeting new people
- Excellent presentation/communication skills
- Ability to prioritise and organise training sessions with trainees/mentors
- With relevant industry experience

POSITION SUMMARY

Responsibilities

The Training Director will supervise all departments. The role will involve dealing with Government departments in relation to Registered Training Organisation commitments and accessing funding. This person will set up the office system and oversee the administration of all employees and clientele, including the financial obligations of salaries, claims and the contract commitments of our customer base. He/she will be responsible for Supervision of Training Staff, writing/developing resources, implementing quality standards to AQTF compliance and rolling out Microsoft product Training to various organisations on a fee for service basis. The TD will also complete any other duties in the absence of any staff as the needs of the business requires.

The training director with direct access to the RTO's Chief Executive, who has defined responsibility and authority to:

- (a) Ensure that the RTO complies with the Standards for Registered Training Organisations across all of its operations and in all of its training/assessment activities, including those undertaken by other persons or bodies on its behalf,
- (b) Ensure that the RTO provides for examination of documentation and reasonable access to all areas, records (including internal audit reports) and staff as required by the registering body for the purposes of audit;
- (c) Report to the Chief Executive on the RTO's compliance with the Standards for Registered Training Organisations, for review and as a basis for improvement;
- (d) Apply to the State or Territory registering body that has registered it for any extension to scope of registration;
- (e) Provide details, upon the request of the State or Territory registering body that has registered it, of all operations within its scope of registration including operations in other States or Territories and outside Australia;
- (f) Advise the State or Territory registering body that has registered it that the RTO has commenced operations in any other State or Territory within 21 days of commencing the interstate operations and/or within 3 months of ceasing delivery and/or assessment in a location the state or territory of registration;
- (g) Provide the State or Territory registering body that has registered it with accurate and timely information regarding registration and compliance (including major changes to the RTO's system or staffing profile, relocation of the RTO, financial difficulties and transfer of client records);
- (h) Ensure that the RTO complies with its financial management policies;
- (i) Monitor and report on compliance with its financial management policies and procedures, for review and as a basis for improvement; and
- (j) When requested, provide the State or Territory registering body that has registered it with a formal assurance that the RTO has sound financial management standards for matters related to the RTO's scope of registration and scale of operations.
- (k) Conduct an internal audit of RTOs compliance within AQTF standards and policies;
- (l) Complete AQTF quality assurance checks on all students assessed work to ensure that trainers are conforming to AQTF Standards;
- (m) Complete formalised quality assurance moderation checks on some students folders;
- (n) Complete Student Management procedure with relation to students clients and RTO to meet AQTF requirements
- (o) Complete financials with respect to RTO credits and debits and maintain financial software package MYOB;
- (p) Backup system each day as per backup procedure;
- (q) Do reconciliation's for financials and supply accounts to accountant yearly for Tax purposes;
- (r) Meet with accountant as needed;
- (s) Verify accountants work to ensure it has not errors;
- (t) Pay wages using MYOB

- (u) Maintain version control as per AQTF Standard 4 and detailed in Risk Management Plan Form CR
- (v) Issue/re-issue materials and control such version updates on materials and in appropriate register Form CV;
- (w) Use MYOB to invoice clients; see financial SOP's folder
- (x) Pay respective Taxes including PAYE, GST, and Company Tax.
- (y) Reconcile and pay staff superannuation liability each month.