



Position Description

A. GENERAL INFORMATION

1. Position Title: **Pre Accredited Program Coordinator**
2. Classification: Level 7 (\$41.35 ph), NH Collective Agreement, plus generous benefits and salary packaging options
3. Hours: 22.5 hours per week
4. Core hours: 9.00 am to 5.00 pm worked over 3 days, other times by negotiation
5. Report to: Education Manager
6. Liaises with: Education program team, Administration Officers and other staff, training staff, volunteers, delivery partners, stakeholders

B. POSITION OBJECTIVE

This position is responsible for the design, development and delivery of pre accredited programs within the ACFE/ Skills First programs and to meet contractual requirements. The position requires seeking out and identifying opportunities for new programs that can be developed and delivered through our existing partners and future stakeholders.

This position is responsible for ensuring accurate record keeping and file maintenance for all pre accredited programs.

C. KEY RESPONSIBILITIES

- a. Manage the design, development and delivery of ACFE funded programs.
- b. Identify new opportunities for program design and development within the ACFE/ Skills First Program.
- c. Liaise with partner organisations to ensure compliance in the delivery of pre accredited programs.
- d. Ensure accurate student data and attendance are recorded in VETtrak.
- e. Liaise with training staff regarding program delivery, required documentation and data entry requirements.
- f. Collect program documentation from teachers and archive in line with YCC's policies and procedures.
- g. Coordinate training delivery of classes for Skills First Program.

D. SPECIFIC DUTIES

Program Design & Development

- Ensure all pre-accredited enrolment forms are correct, fully completed, and ACFE-compliant; follow up on missing information.
- Conduct pre-training reviews as required for Skills First programs.
- Develop course delivery schedules for ACFE and Skills First programs.

Program Coordination

- Coordinate training delivery and student work placements.
- Respond to student requests for letters of attendance.
- Inform and consult with the Education Manager about any trainer or student issues.
- Set up programs in VETtrak at the beginning of each semester.
- Update class rolls for pre-accredited students.
- Notify teaching staff of any changes to student status.
- Add new students to class rolls and inform teachers of start dates and times.
- Prepare certificates for completed pre-accredited qualifications.
- Create new student folders for ACFE students.

Administration & Compliance

- Attend staff meetings as scheduled by the Education Manager.
- Attend meetings with trainers and stakeholders as required.
- Prepare meeting agendas and minutes.
- Collect evidence of participation from trainers (minimum one EOP per student per course).
- Organise and manage bi-annual moderation of pre-accredited courses.
- Check student files and return for rectification if required.
- Ensure student surveys are conducted for each program.
- Perform other duties as required by the Education Manager.

E. KEY SELECTION CRITERIA

Essential

- Tertiary qualifications and relevant experience.
- Experience in pre accredited program design and development.
- Well-developed written and oral communication skills.
- Effective interpersonal and negotiating skills.
- Ability to coordinate multiple programs across various delivery locations.
- Ability to liaise with external stakeholders to ensure compliance requirements are met.
- Strong organisational and time management skills.
- Current Working with Children Check and/or Police Check

Desirable

- Previous teaching experience in adult education

F. QUALIFICATIONS AND EXPERIENCE

- Knowledge of Pre Accredited programs.
- Skills in program design and development.
- TAE40122 Certificate IV in Training and Assessment (or equivalent).
- Understanding of ACFE and Skills First compliance requirements.
- Experience with student management systems (VETtrak).
- Ability to manage and supervise training staff.
- Excellent interpersonal skills.
- Experience in program coordination.
- Highly developed IT skills, including Microsoft Office and the ability to learn new software systems.

Signature: _____ Date: _____

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