

Registered Training Organisation Manager

Sprout Food Group

Hilton SA 5033

Education & Training

Full-time

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Sprout Training is a South Australian, owned and operated Registered Training Organisation (RTO: 45247). Sprout Training is committed to having a positive impact on industry and is dedicated to ensuring our students have an inspiring and engaging educational experience. We have the highest standards for our organisation and our students. We create work ready graduates who are well equipped to embark on exciting careers.

Sprout Training was established in 2017 initially to deliver limited, privately owned Accredited Units of Competency. We are now looking to expand our scope as we aim to become one of the leading RTOs in South Australia to deliver hospitality courses to international and domestic students.

If you want to work within a business that has strong values, prides itself on customer service and aspires to change people's lives then keep reading...

Position

- Sprout Training Manager
- Full time position, Monday to Friday 9.00am – 5.00pm

Reporting to the Managing Director, the successful applicant will have a key role in expanding the current RTO into the international and domestic sector.

Requirements

- Prior experience in RTO management (domestic and international preferred)
- Experience with CRICOS implementation
- Experience in funding (state and federal subsidies)
- Certificate IV in Training and Assessment TAE40116 or higher
- Experience and understanding of RTO Standards, VET quality framework and ASQA requirements including audit, compliance and reporting
- Project management and leadership experience
- Must be able to obtain a Working with Children Check and Police Check

Tasks and responsibilities

- Day to day business management of the RTO
- Manage trainers and assessors, including recruitment, workload, performance, vocational competence, currency, and professional development.
- Implementing policies, procedures and systems to create a successful international and domestic RTO whilst complying with regulatory bodies
- Establishing and maintaining relationships with education agents, external stakeholders, domestic apprenticeship providers and industry leaders
- Identifying new business opportunities, including the delivery of courses to domestic schools and target groups
- Major role in moving the current RTO into international and domestic delivery of Commercial Cookery, Hospitality and Kitchen Management
- Management of RTO scope and compliance with ASQA requirements and VET Quality Framework
- Plan, schedule and oversee assessment validation and internal/external audits
- Student intervention strategies, cancellations, withdrawals, suspensions, complaints and appeals

- Oversee the administrative functions of the RTO, including but not limited to:
 - Prospective student, industry, and education agent enquiries,
 - Student course eligibility and enrolment,
 - ASQA data collection and provision requirements such as AVETMISS and Quality Indicator reporting, and
 - Student completion and eligibility for qualification issuance.
- Continuous improvement of the business
- Plan and manage budgets
- Plan and manage business and marketing strategies
- Develop and implement training and assessment strategies

Perks of the job:

- Work with a fun, hardworking and dynamic team who are constantly looking to improve and grow.
- Excellent workplace location, just west of the Adelaide CBD with free carparking.
- Opportunities to grow within a rapidly growing business.

How to apply?

- Email us your application to career@sproutfoodgroup.com.au
- Application must include a cover letter (max. one page), which outlines your suitability for the role having reference to the skills and attributes above.
- Include #quickeasyhealthy in your cover letter and what this means to you.
- Current, tailored resume (max. two pages) including the name and contact details of your last two places of employment (we will not contact them without your prior consent).
- Applicants must be available for immediate start and must be eligible to work in Australia.

Applications close 5pm Friday 10th March 2023 (or earlier if a successful candidate is confirmed).