

Advance Community College is a not-for-profit Registered Training Organisation (RTO) providing nationally accredited training in a variety of areas including Foundation Skills, Horticulture, Community Services, and Hospitality.

Advance has extensive experience providing training and support services. Our goal is to provide quality training and learning experiences that assist all learners to achieve their full potential. Our team is highly skilled, experienced and qualified. All of our trainers have current and relevant industry experience in the particular courses or units of competency that they deliver.

As a provider of high quality training and support services Advance Community College Programs will align with industry, community demands and workforce needs consistent with the objectives of all levels of Government.

Advance is contracted by the Higher Education & Skills Group (HESG) to provide Government Funded Training under the Skills First program.

Traineeships and Apprenticeships are an integral part of our business activity, taking in School Based Traineeships and Workplace Based Apprenticeship delivery across Melbourne and the Mornington Peninsula.

Advance Community College is seeking suitably qualified applicants for the Traineeship/Apprenticeship Coordinator position. Whilst based in Mornington, the position will require the successful candidate to travel between sites and various locations across Melbourne and the Mornington Peninsula.

The position is for 25 hours per week.

Candidates for the position must hold:

- Certificate IV in Training and Assessment;
- drivers licence;
- a clear and current Working with Children Check & Police Check.

Skills and Attributes:

- Solid understanding of relevant quality and regulatory frameworks;
- Strong administration or office management skills;
- Experience in coordinating traineeship/apprenticeship programs;
- Experience in business management or human resources;
- Highly developed organisational and problem solving skills with a proven ability to work autonomously;
- Highly developed interpersonal skills- including high level oral/written communication skills.

Please email CV and cover letter to [tim.n@advance.vic.edu.au](mailto:tim.n@advance.vic.edu.au)

Close date for applications: 31<sup>st</sup> August 2017

Tim Newman  
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