



Training & Compliance Coordinator – Aged Care & Pathway Programs

Part-time | 3 days per week | 21.75 hours per week
9.00 am – 3.45 pm, during school terms

Who We Are

North Ringwood Community House Inc (NRCHI) is a not-for-profit, community-based organisation and Registered Training Organisation (RTO) serving the local community. We offer a diverse range of programs including accredited aged care training, ACFE Learn Local pathway programs, computer courses, leisure and hobby programs, health and fitness classes and social groups.

We are a small, friendly and community-focused team, governed by a voluntary Board of Governance, with a strong commitment to community connection, inclusion and lifelong learning. Many of our learners come from culturally and linguistically diverse backgrounds, and we are committed to creating a welcoming and supportive learning environment for all.

As a small RTO within a broader community house, we offer a collaborative and hands-on working environment where everyone plays an important role. This is an opportunity to work closely with colleagues, students and community partners and make a meaningful difference to learner and community outcomes.

About the Role

This is an on-site role based at North Ringwood Community House, with active day-to-day interaction with students, trainers and staff.

We are seeking an experienced, proactive and hands-on Training & Compliance Coordinator to support the operation of our vocational and community education programs. This is a varied role spanning the student and course lifecycle. You will work closely with trainers, staff, students, employers, community partners, referral agencies and industry stakeholders to support quality training delivery, meet regulatory and contractual requirements, and promote positive student participation, retention and outcomes.

You will coordinate accredited aged care training and ACFE Learn Local pre-accredited pathway programs, ensuring compliance with VRQA requirements, Skills First funding obligations, and ACFE quality and reporting requirements.

A key focus will be supporting CALD learners and learners who may experience barriers to education, employment and training.

This role will suit someone who is a “doer”—someone who takes initiative, follows things through, communicates confidently and genuinely enjoys helping students succeed.

About You

Our ideal candidate will be:

- Proactive, motivated and passionate about students and their training.
- An experienced RTO professional with sound knowledge of compliance and quality requirements.
- A confident communicator with excellent people and relationship-building skills.
- Highly organised, reliable and attentive to detail.
- Able to work independently, manage competing priorities and take ownership.
- Someone who follows things through and gets things done.
- Comfortable working in a small, dynamic environment where the role is varied and hands-on.
- Culturally responsive and confident working with CALD learners.
- Committed to equity, inclusion and positive learner outcomes.

Essential Qualifications

- Certificate IV in Training and Assessment (TAE40122 or equivalent).
- Qualification in Aged Care, Individual Support, Nursing or a related field.
- Current First Aid certification (desirable)

Key Responsibilities

- Manage and maintain VRQA compliance and audit readiness.
- Coordinate Skills First student eligibility, compliance and reporting.
- Coordinate ACFE Learn Local programs and reporting requirements.
- Maintain student records, training documentation and AVETMISS requirements.
- Coordinate training and assessment validation, continuous improvement and quality activities.
- Support trainers and assessors with compliant training and assessment practices.
- Monitor learner participation, progress, retention and completion.
- Follow up learners and support them to overcome barriers to participation and success.
- Support pathways from pre-accredited programs into accredited training, employment, volunteering or further education.
- Develop and maintain positive relationships with employers, community organisations, referral agencies and industry stakeholders.
- Contribute to a welcoming, inclusive and supportive learning environment.

Key Selection Criteria

Essential

- Experience working in an RTO environment.
- Demonstrated knowledge of VRQA or ASQA compliance requirements.
- Experience with Skills First-funded training programs.
- Experience working with culturally and linguistically diverse (CALD) learners.
- Experience maintaining accurate student files, enrolment and training data.
- Experience with training and assessment validation, continuous improvement and quality assurance within an RTO.

- Understanding of the aged care sector and vocational education and training requirements.
- Well-developed computer and administrative skills, with strong attention to detail.
- Demonstrated ability to work independently, manage competing priorities and follow tasks through to completion.
- Excellent communication, interpersonal and stakeholder engagement skills.

Desirable

- Experience with ACFE Learn Local-funded programs.
- Experience using VETtrak or a similar student management system.

Employment Requirements

- Current Working with Children Check.
- National Police Check.
- Current First Aid certification.
- Right to work in Australia.

BENEFITS:

- Generous remuneration based on qualifications and experience
- Small close knit and supportive team
- Part time 3 days per week
- School term hours
- Free parking onsite

If you are someone who takes ownership, follows up, solves problems and enjoys working closely with students and a small team, we would love to hear from you. Please submit a current resume and written response addressing the key selection criteria to the CEO at nrch@bigpond.net.au.

For a full Position Description go to our website www.nrch.org.au