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Sharing our culture.

<b>Position Title</b>	Instructional Designer, Foundation Skills
<b>Department</b>	Education
<b>Reports To</b>	Team Leader, Foundation Skills
<b>Location</b>	Brisbane, Sydney or Flexible Location

### Position Purpose

The Instructional Designer, Foundation Skills is a member of the Foundation Skills team that sits within the RTO team and the broader Education team. The Instructional Designer, Foundation Skills works collaboratively with subject matter experts to design both accredited and non-accredited courses, and to ensure the quality of the material developed enables a smooth and compliant training and assessment delivery that meets the needs of our Deaf Learners. The role will primarily focus on Deaf Connect's current areas of course delivery in NSW and QLD for Foundation Skills, with the possibility of course offer expansion as the Organisation grows.

The Instructional Designer, Foundation Skills reports to and works under the supervision of the Team Leader, Foundation Skills and will achieve high-level outcomes in the following Key Results Areas:

### Position – Key Result Areas

<b>Has direct responsibility over</b>	<b>[1]</b>	<b>Recommends, advises, interprets</b>	<b>[2]</b>
<b>Shares responsibility with others</b>	<b>[3]</b>	<b>Provides information</b>	<b>[4]</b>

### Accountability [1-4]

#### Program Development

[1]

In consultation with and at the direction of the Team Leader, Foundation Skills, the Instructional Designer, Foundation Skills will:

- Identify and plan for the resource needs across the Foundation Skills accredited and non-accredited courses and work to ensure the development of these meet the course requirements and the needs of Deaf and hard of hearing learners.
- Design clear and engaging training and learning content (trainer guides, learner guides, training activities, assessment tasks, marking guides, and other materials) that is fit for purpose and is suitable for Deaf and hard of hearing learners, who may have additional learning needs, noting a strong preference for a visual learning environment and the use of Auslan as the language of instruction.
- Ensure that all materials developed are fit for purpose, flexible and agile, and are in line with the Training Package for individual units of competencies (applicable to accredited courses), the Deaf Connect brand identity, compliance standards and copyright regulations.
- Review existing products and make the necessary improvements to ensure consistency across all materials and the delivery model for the Foundation Skills courses.
- Plan the program development project to ensure delivery within agreed timeframes for the Foundation Skills courses.
- Support the continuous improvement of learning design services to provide a highly effective and efficient service for the Foundation Skills courses.

### Consultation

[1]

- Engage with key stakeholders and subject matter experts to ensure the training meets the needs of Deaf and hard of hearing individuals and the organisation and guarantee the accuracy of the training content.
- Participate in industry engagement activities as required and adjust program development in response.
- Collaborate with immediate and broader team, as well as other services to better understand the nature of the cohort and make continual improvements to program development and delivery in response.
- Develop and recommend general office procedures and systems to support the activities of the role.

### Compliance

[1]

- Ensure the development of learning and training materials is effective, consistent and complies with the relevant quality, Standards for RTOs 2015, RTO guidelines and technical and educational principles.
- Ensure the development of assessment material complies with the Principles of Assessment and Rules of Evidence.
- Ensure adherence to copyright requirements and the delivery of original content.
- Complete and document an extensive mapping of own production and of products reviewed against the relevant training package requirements (applicable to accredited courses).
- Contribute to the validation of assessments and audit processes.

### General

[2]

- Provide reports to the Team Leader, Foundation Skills on progress and activity as required, ensuring information is meaningful and usable.
- Understand and work within the relevant parts of the Deaf Connect quality management system.

### Other duties as required

#### Decision Making

Decisions	Recommendations
Time Management and work priorities	Policy and Service Directions and Priorities
Material Content	

#### Primary Relationships

Internally	Purpose
Team Leader, Foundation Skills	Direct Line management, supervision, support, advice
Outreach Support Officer	Collaboration, liaison, support, advice
Foundation Skills Trainers	Collaboration, liaison, advice
Other Instructional Designers	Collaboration, liaison, advice
All Education staff	Shared strategic direction, collaboration and optimisation of resources

External	Purpose
All visitors and stakeholders	Information, Direction and Liaison
Members of the Deaf community, subject matter experts and relevant community and professional bodies	Industry consultation, subject matter knowledge and support

#### Persons or functions that report to the position holder:

- N/A

## Knowledge and Skills - Critical Skills

Requirement for Skills / Knowledge in this position

N = None	L = Little Need	D = Desirable
M = Moderate	I = Important	C = Critical

	N	L	D	M	I	C
<b>Innovating</b>						*
<b>Planning</b>						*
<b>Organising</b>						*
<b>Financial Management</b>		*				
<b>Customer/Client Orientation</b>						*
<b>Administration</b>				*		
<b>Auslan</b>						*
<b>Vision</b>						*
<b>Data Gathering</b>					*	
<b>Problem Solving</b>						*
<b>Deciding</b>					*	
<b>Implementing</b>						*
<b>Communicating</b>						*
<b>Lobbying</b>		*				
<b>Negotiating</b>					*	
<b>Consulting</b>						*
<b>Participating</b>					*	

## Selection Criteria

### Essential

- TAE40116 – Certificate IV in Training and Assessment, Diploma or higher-level qualification in adult education
- Minimum 3 years' experience in instructional design with previous exposure to RTOs and AQF framework.
- Excellent writing skills with demonstrated experience writing VET materials linked to specific units of competency or program at hand.
- Thorough understanding of VET quality framework and ASQA Standards.
- Ability to adjust design to suit a cohort and its various learning needs (e.g. use of plain English, visual cues, etc.)
- Microsoft Office suite skills.
- Creativity and ability to design engaging content with visual focus.
- Exceptional communication and collaboration skills.
- High attention to detail.
- Reliable time management skills and ability to complete projects within tight timeframes.
- Ability to work well independently under little supervision but in collaboration with various stakeholders.
- Auslan skills (or willingness to start and obtain a Certificate II in Auslan).

### Desirable

- Demonstrated capacity to work within a team-oriented environment.
- Knowledge of Deaf community, language and culture.

**Salary**

Salary will be based on qualifications and level of experience. Salary packaging will also be available.

**Please sign below your agreement of the above position description.**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_