



Michael Griffiths

Senior VET Training Leader

PROFILE

Experienced and driven business professional specialised in training and assessment, compliance, customer service and staff management. Active involvement in maintain regulatory compliance and internal compliance audits.

Extensive people management with teams of 30 plus staff including trainers, assessors and admin. Responsibilities include KPI's and performance, coaching and development. Strategic development as Head of Department including course procurement, resources and delivery.

EMPLOYMENT HISTORY

2024 - 2024 | AWTI | RTO Manager (Short term role)

Responsibilities include Organisational requirements | Organisational Compliance (RTO and Operations) | Personal development and coaching | Internal Auditing | External Audits (ASQA) | Policy/Procedure Development and Review | Government funding Applications and Reviews | Org. First Aid Officer | Addition to scope applications | Staff Management and Performance Reviews | Assisting in Delivering Early Childhood | Axcelerate redevelopment project (Training resources for Early Childhood, disability and Individual Support and Policy and Procedure Review Project

2023 - 2023 | Shafston International | Compliance Manager

Responsibilities include Organisational strategic development | Organisational Compliance (RTO and Operations) | Personal development and coaching | Internal Auditing | External Audits (ASQA) | Policy/Procedure Development and Review | Government funding Applications and Reviews | Traineeship reviews and compliance | Org. First Aid Officer | Addition to scope applications | RTO Initial application | NEAS Australia Management | CRICOS Management | Training resources Individual Support, disability and

Details

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Skills

VET Trainer and Assessor

Leadership and management

Compliance

Course transition and development

Software

Moodle

Microsoft Office 365 Suite

RTO Manager

Jobready

Accelerate

Zoom

Licences

Car licence (open)

2021 - 2023 | Inspire Education | RTO Operations and Student Experience Manager

Responsibilities include Organisational strategic development | Managing operations and staffing across 6 departments (HR, IT Vocational Placement, Student Services, Compliance and LXD (resource Development)) | Personal development and coaching | Performance management and redundancy planning | Monitor internal and External communication compliance | Management of escalation, complaints, and appeals | Government funding | Org. First Aid Officer | Delivering TAE qualifications (Certificate IV and Diploma)

2018 - 2021 | Inspire Education | Training Group Coordinator

Responsibilities include Organisational strategic development | Managing staffing, resourcing and training schedules | Personal development and coaching | Performance management and redundancy planning | Panel validations | Monitor internal communication compliance | Management of escalation, complaints and appeals | TAS development | Extension and student completion | Department compliance | Delivery of Early Childhood and TAE qualifications Certificate IV and Diploma | Org. First Aid Officer |

2015 - 2018 | Queensford College | Trainer Team Leader

Responsibilities include Delivery and assessment of Early Childhood Education and Care, Business and Training Qualifications | Building relationship with clients and businesses | Placement visits | Management of student files | Validation and Post assessment validation | System review, policy and procedure reviews and implementation.

2013 - 2016 | QECN | Operation Manager / Trainer / Family Day Care

Responsibilities include Reviewing operational requirements | Reviewing and developing policies | Staff development plans | Educator compliance | administrative requirement of educators | Delivering and assessing training in the Certificate III Children's Services, Diploma of Children's Services and First Aid.

2010 – 2013 Centre Director (Aspley Early Learning Centre – Double centre – Affinity Education)

Pre 2010 – A variety of ABC Childcare Centres from Assistant to Group Leader.

Membership – personal membership held with associations.

Australian Compliance Institute - Associate Accreditation (working on Certified)

Australian Institute of Training and Development – Professional Membership

Qualifications and Certifications

- Blue Card (Working with Children) Expiry date 30/7/2025
- Graduate Diploma of Management (Learning) – Current Studies
- Graduate Certificate in Compliance and Risk Management– Current Studies
- BSB50920 Diploma of Quality Auditing
- Bachelor of Adult and Applied Learning
- BSB50120 Diploma of Business (Business Operations)
- BSB51615 Diploma of Quality Auditing
- BSB50420 Diploma of Leadership and Management
- TAE50216 Diploma of Training Design and Development
- TAE50116 Diploma of Vocational Education and Training
- BSB40120 Certificate IV in Business (Administration and Operations)
- BSB40420 Certificate IV in Human Resource Management
- TAE40116 Certificate IV in Training and Assessment (TAE40116)
- BSB42015 Certificate IV in Leadership and Management
- CHC33015 Certificate III in Individual Support
- CHC43015 Certificate IV in Disability
- THH31597 Certificate III in Hospitality (Commercial Cookery) Trade
- Apply First Aid (HLTAID0009, HLTAID010, HLTAID011, HLTAID012, HLTAID006) 07/2022 (updating soon)

References

Jina Hardy – Learning and Development Program Director

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Corinne Richards – Training Manager

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