

Position Details			
Business Entity	Kaplan Professional	Department	CPD
Job Title	Instructional Designer - CPD	Location	Sydney
Reports To	Manager CPD Content	Direct Reports	Nil

Overall Purpose
The Instructional Designer is responsible for designing and developing online CPD learning materials to meet production deadlines. The instructional designer supports and assists the implementation of learning and assessment strategies and applies sound instructional design principles to support the delivery of Kaplan Professional online CPD products.

Key Responsibilities
<p>Design and develop online learning materials and organise student information provisions</p> <ul style="list-style-type: none"> Design and develop online and digital learning objects that provide learners with opportunities to practice and develop their knowledge and skills In consultation with head of CPD, Manager CPD Content and subject matter experts, use authoring tools to customise learning material for online delivery Modify the design and delivery of online learning materials as and when required Actively participate in regular product reviews Undertake continuous improvement activities in line with business strategy and priorities Ensure learning materials reflect the needs of CPD learners and current industry standards Review and evaluate online information provided to learners and recommend appropriate solutions to improve learners' access to information
<p>Administer the Moodle LMS (new Ontrack platform)</p> <ul style="list-style-type: none"> Implement and manage CPD content within the CPD Moodle LMS Manage the transition of active CPD content to the new Ontrack platform Assist and support the IT team and Moodle development team in relation to continuous improvement, troubleshooting and ongoing maintenance and upgrades. Deal with the daily operation of CPD Moodle, including troubleshooting, making modifications and addressing issues as they arise.
<p>Apply sound instructional design principles to Ontrack products</p> <ul style="list-style-type: none"> Apply sound instructional design principals to learning and assessment approaches and processes Keep up to date on current trends and approaches in online and e-learning Remain up-to-date with relevant regulatory and standard principles and recommend appropriate solutions and learning technologies to CPD learning environment
<p>Implement learning strategies for existing and new Kaplan Professional CPD products</p> <ul style="list-style-type: none"> In collaboration with Head of CPD and Manager CPD Content, review and develop existing and new products In line with industry and learner needs, learning strategies consistently across products Monitor feedback from key stakeholders on design and delivery of CPD content and ensure continues improvement occurs Use relevant applications to develop appropriate learning experiences

Contribute to a supportive, positive and safe workplace

- Compliance with all company policies and procedures including WHS legislation requirements
- Ensure as far as is practicable that the workplace, under your control, is safe and without risks to health
- Being a productive member of the Kaplan team by displaying the Company values through your day to day role
- Adherence to Company Policy and Procedure

Qualifications and Skills

Essential

- Qualifications in education design or related field
- Experience in designing and developing professional education programs
- Experience in using eLearning technologies and their applications including Storyline and Captivate
- Experience in organising information published online
- Experience using the Adobe Creative Suite
- Knowledge of HTML
- Knowledge of Microsoft office suite
- Visual design skills
- Ability to use multiple authoring tools
- Ability to story-board
- Ability to analyse, design, develop and evaluate eLearning solutions
- Ability to take initiative and think 'out of the box'
- Ability to research to solve problems and issues
- Ability to pay attention to detail and strive for quality standards
- Ability to work in a team and collaborate with and coach others
- Ability to plan, prioritize and meet deadlines
- Copy edit and publishing skills
- Project management skills
- High level verbal and written communication skills

Desirable

- Post graduate qualifications in education design or related field
- Understanding of Financial Services industry
- Experience in working with Moodle
- Experience in administering and managing the Moodle LMS

Employee Signature _____ Date _____

Manager Signature _____ Date _____