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Vicky Jennings
ILP Member

Experience Summary

Vicky Jennings is recognised as a leading facilitator and educator with an extensive history in the learning and development profession. She has demonstrated the following abilities to:

- develop and implement the instructional design process; encompassing needs analysis, training package development under the Australian Quality Training Framework 2007, Competency-based training, flexible delivery strategies, assessment and evaluation
- accredit courses
- manage projects and teams to achieve strategic and operational goals
- design and implement skills audit and training needs analysis
- design, develop and facilitate a broad range of training programs
- implement change management strategies
- improve client relationships and develop business

Vicky also has highly developed written communication skills and interpersonal skills to enable effective liaison with fellow colleagues, clients and stakeholders. She is also recognised for her international VET experience.

Areas of Expertise

- Training & Facilitation
- Frontline Management
- Communication Skills
- Business Writing
- Business Planning & Management
- Conflict Resolution Skills
- Professional Presentations
- Change Management

Industry Experience

- Professional Services
- Local, State & Federal Government
- Retail
- Construction
- Education
- Banking & Finance
- Mining

University, Training & Industry Qualifications

- **TAA40104 Certificate IV in Training and Assessment** 2006
Training Australia Unlimited Pty Ltd
- **BSB 51001 Diploma of Business (Frontline Management)** 2004
Training Australia Unlimited Pty Ltd
- **BSZ50198 Diploma of Training and Assessment Systems** 2004
Training Australia Unlimited Pty Ltd
- **BSZ40198 Certificate IV in Workplace Assessment and Training** 2004
Training Australia Unlimited Pty Ltd
- **Neuro-Linguistic Programming Practitioner** 2004 Inform
- **Workplace Health and Safety Officer Stage 1,** 2000
National Safety Council of Australia
- **Certificate IV in Workplace Training (Category 2),** 1999
Sinclair Business Training

- **Certificate IV in Business Administration, 1999**
Mt Gravatt Training Centre
- **Post-Graduate Studies in the Master of Human Resource Management**
1996-1998 - Griffith University
- **Post-Graduate Studies in the Graduate-Diploma of Human Resource Management and Industrial Relations, 1993 – 1995**
Griffith University
- **Project Management Training, 1995**
Brisbane Institute of TAFE (Ithaca)
- **Bachelor of Adult and Vocational Teaching, 1993**
Griffith University

Career Achievements**1998**

Started own company - VocTEC (Aust) Pty Ltd trading as International Partner Solutions specialising in learning and development, vocational education and training consultancy services.

2004-2006

Senior Policy Officer at Office of Public Service Merit and Equity (previously DIR) identifying, developing and reviewing public sector workforce capability policy, practices and strategies that support government priorities and providing effective responses in a changing public sector environment.

2004

A/ Executive Director (SO1) - Public Sector Development Queensland Inc. Public Sector Development Queensland Incorporated was a recognised Industry Training Advisory Body (ITAB) and is the principal source of advice to the Training and Employment Board in relation to vocational education and training within the public sector industry.

1997-1998

State Coordinator for Industry Training Advisory Body (Queensland) (MERS ITAB - Qld) - Manufacturing, Engineering & Related Services

2007 to present

Lecturer (Casual) at Queensland University of Technology
Faculty of Professional Studies

Lectured at QUT in the Bachelor of Adult and Workplace Education and the Master of Education, Business Education and Training.