


# Michelle Lacey

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 0466 606890

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## KEY SKILLS

- Self-motivated
- Proactive
- Time Management
- Leadership and Management skills
- Work under pressure
- Excellent communication skills

## EDUCATION & TRAINING

**Bachelor of Education in VET**  
Education and Training  
Charles Sturt University – Wagga Wagga

**Diploma in Leadership and Development**  
Kaplan Business School

**TAE40116 Upgrade** to include LLN  
Address adult language, literacy and numeracy skills.

**TAA40104** Central TAFE - Perth

**BSZ40198** Cert IV in Training and Assessment CTI  
Australia – Sydney

## PERSONAL SUMMARY

I am a qualified educator with government and corporate teaching experience that spans both on-line education and inclusive classrooms as well as one-on-one and large groups. I am deeply committed to maximising my students success. My teaching is creative and resourceful and I adapt my instructional strategies to meet my student needs. I use positive approaches and proactive interventions advancing learner engagement; academic achievement; cognitive development; and social, behavioural and communication improvements. I am able to work effectively in a team environment as well as using my own initiative as currently work from home. I have always worked well under pressure and adhere to strict deadlines. I have just obtained my International Diploma in Teaching English as a Second language (TESOL) with (IELTS).

## PROFESSIONAL EXPERIENCE

### VOCATIONAL TRAINER AND ASSESSOR **SCHOOL OF ISOLATED AND DISTANCE EDUCATION** **NOVEMBER 2021 TO PRESENT**

Delivering quality teaching and learning courses whilst engaging and mentoring students. Maintaining assessment records and reporting results.


#### **Key Responsibilities**

- Prepare, deliver, and assess training programs in accordance with delivery and assessment plans.
- Instruct, train, and assess groups of secondary students.
- Induct and mentor throughout their training.
- Provide ongoing constructive feedback to students and their teachers.
- Maintain training and assessment records and report results as required.
- Establish and maintain sound relationships with key stakeholders.
- Comply with occupational health and safety legislation and all policies and procedures.

### CURRICULUM TRAINING DEVELOPER **SCHOOL OF ISOLATED AND DISTANCE EDUCATION** **APRIL 2021 TO NOVEMBER 2021**

Short term contract writing training and assessment material for Certificate I and II qualifications to include learner guides, assessment tools, benchmark answers and mapping.

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## INTERESTS

- Committee member for Trigg Junior Board Riders (TJBR) – social media and Merchandise
- Love travelling
- Snowboarding,
- Yoga, Pilates and Walking
- Reading

## AWARDS

- Little Kickers voted best program for 3 years
- Global Franchise Winner 2020

## MEMBERSHIPS

- Yoga and Pilates
- Franchise Council of Australia

### **MASTER FRANCHISOR AND FRANCHISE OWNER** **LITTLE KICKERS WA AND LITTLE KICKERS PERTH** **MARCH 2010 TO MARCH 2021**

Selling franchises for Little Kickers in WA. Brought the worldwide program to Perth keeping young children fit and healthy, as well as introducing Early Years Learning Framework into our sessions.

#### **Key Responsibilities**

- Selling and supporting franchisees
- Booking and coordinating all classes
- Employing and training coaches
- Training new franchisees and all staff in all aspects of business and coaching
- Accounting and end of month reporting
- Liaising with local councils and schools for venue hire
- Ensuring OHS systems are in place.

#### **Achievements**

- Little Kickers voted best program for three years running by What's on 4 kids Australia.
- Directed and managed a group of franchisees.
- Featured in the West Australian for keeping children healthy and happy in sport.

### **LECTURER IN TRAVEL AND TOURISM AND EVENT MANAGEMENT** **Central TAFE 2004 - 2012**

Training students to accomplish Certificate III and Diploma qualifications in Tourism and Event Management

#### **Key Responsibilities**

- Teach and facilitate learning.
- Assess and mentor students in accordance with relevant training package.
- Lecturing duties using a variety of delivery strategies and methods.
- Keeping up to date records/adding results for students

### **STATE TRAINING AND DEVELOPMENT EXECUTIVE**

**Galileo Southern Cross – Perth WA and Sydney NSW 1999 - 2004. Previous to this I worked in the Travel and Tourism industry in the UK working for American Express.**