



Job Title	Coordinator
Department/Institute	Education and Training Programmes
Reporting to	Director - Education & Training Programmes & Learning Support
Main Objective	To coordinate the curriculum development and review process and assist in sustaining all IVET and CVET programmes at MCAST

DUTIES AND RESPONSIBILITIES:

1. Maintain a database of accreditation and review documentation of all IVET and CVET programmes at MCAST.
2. Assist the department’s manager and colleagues in the course of internal or external audits
3. Engage with respective college stakeholders in the development and management of curricular programmes at MCAST.
4. Collaborate with colleagues and the department’s manager to keep track of changes conducted in curricular programmes, and update all associated documentation.
5. Conduct the initial review of all new accredited and non-accredited programme and cyclical review submissions and provide the necessary feedback to ensure compliance with college policy and procedures
6. Assist in the curricular co-ordination of Key and Vocational Skills subjects in terms of curricular development, review and management.
7. Keep updated with European and National policy, legislation and key reference reports related to curriculum and quality assurance.
8. to support and assist the department’s manager and colleagues in the organization and coordination of events held ,CPD sessions and projects carried out by the department

9. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.