Resume – Duncan Hicks

Summary:

I am a highly experienced Learning & Development and Training Manager who has been in several local and corporate roles as well as undertaking independent trainer, assessor, advisor, and consulting assignments.

I have successfully developed, delivered, and assessed innovative and specialised work-placed training programs, domestically and internationally across many industrial sectors.

I bring a wealth of experience, a collaborative approach, and a can-do attitude to whatever role he takes on.

**I will very quickly become a valued and trusted member of your team.**

Key Strengths

* Learning & Development
* Training
* Leadership / People Management
* Project Management
* Facilitation & Innovation
* Strategic & Business Planning

Employment:

November 2019 - Present

Duncan Hicks

Training ׀ Learning & Development ׀ Quality Assurance

Multiple consulting projects in Local Council, Education, Food Manufacturing (FMCG) and International Government, including SE Asia, New Zealand, South America, United Kingdom and Europe. These projects have included:

* + - Customisation of deliverable curriculum(s)
		- Management of training budgets
		- Tendering for external training funds
		- Delivery of accredited training programs
* Volunteer – Vocational Mentor Exchange (VME):-

<http://inllen.org.au/VME/>

<http://inllen.org.au>

<https://www.edconnectaustralia.org.au/>

December 2003 – November 2019

DWH Complete Training Company (Australia)

Managing Director

Multiple consulting projects in Local Council, Education, Food Manufacturing (FMCG) and International Government, including SE Asia, New Zealand, South America, United Kingdom and Europe

June 1999 – November 2003

Hartpury University & Hartpury College, UK

International Director / International Business Development Manager

Duncan was responsible for the management of International Business Operations within the University, the development of ‘full-cost’ recovery Projects, both local and international, and the recruitment of International students.

As a member of the College Senior Management Team, Duncan was involved in the overall strategic running of the University looking at the financial, marketing, student services, academic, international, training requirements, mentoring & coaching, funding sources, grants, operational plans, student etc., on a month-to-month basis.

October 1991 – April 1999

Chisholm Institute

Manager, International Projects / Program Coordinator – Food Technology

Duncan was responsible for all aspects for the delivery and management of training in all Food Technology courses within the Centre for Manufacturing, both on and offshore. Duncan managed the re-training of a Government Department section as part of the re-skilling following departmental closure.

Qualifications

Diploma in Leadership & Management and Diploma in Human Resources (in progress)

National Training, Melbourne

TAE40110 Certificate IV Training & Assessment (Including TAELLN411 & TAEASS502);

MRWED, Queensland

Postgraduate Diploma in Educational Management; University of Leicester (UK)

Advanced Certificate in Educational Management; University of Leicester (UK)

Graduate Certificate in Teaching English as a Second Other Language (TESOL)

Deakin University

Graduate Certificate in Education – Adult & Workplace Education; Deakin University

Diploma of Teaching (Melbourne University); Melbourne University

Diploma of Food Technology; Moorabbin College of TAFE

Advanced Certificate of Business Studies - Management; Moorabbin College of TAFE

Provisional Registered Teacher (Reg. No: 617086),

Victorian Institute of Teaching (VIT), Melbourne

Working with Children (0689232A-01)