

Position Description

Position Details:

Position Title:	Trainer / Assessor
Department:	Vocational Education and Training
Classification Level:	To be determined on level of experience/qualifications
Position Status:	Sessional Contract
EFT:	Determined by need and requirements
Location:	Seymour/Wangaratta/Wodonga

Signatories and endorsements:

Supervisor Title:	Team Leader - Training
Supervisor Signature:	
Manager Title:	Manager – Vocational Education and Training
Manager Signature:	
Incumbent Name:	
Incumbent Signature:	

The Centre encourages all people of diverse backgrounds to apply to join its team including but not limited to Aboriginal and Torres Strait Islander (ATSI), Culturally and Linguistically Diverse (CALD), Sex, sexuality and gender diverse (LGBTQIA+) community and those living with a disability.

Position summary

Trainer/assessors are the face of the organisation of the public, delivering quality education and training programs to learners within our delivery footprint. Trainers are directly responsible for the learning environment created in our classrooms and the success of our learners moving on with new careers or further study. Trainer/ assessors are a vital position within the organisation and are heavily supported within the Vocational Education and Training (VET) and Quality and Compliance Departments.

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About The Centre

Our Vision

Bright futures, thriving communities

Our Purpose

We exist to unlock hope and potential, create positive connections and achieve rewarding opportunities with our people and communities.

Our values and behaviours

These values and behaviours guide us in how we do things at The Centre. Their purpose is to guide the Board, management, staff and our learners and clients as they interact with us and our communities.

Respect

We respect the right of all people to access opportunities to learn, grow and achieve the goals that are appropriate for them as an individual within their own circumstances.

Integrity

We value excellence and accountability in everything we do. We are committed to always being honest and trustworthy.

Empathy

We provide a safe environment that embraces diversity and equality. We value every person's potential and their right to take action to improve their lives.

Collaboration

We work in partnership with stakeholders, using their knowledge and skills and our own to create programs and services that add value to the lives of our people and communities.

For additional information relating to joining us and working at The Centre, please refer to Our Culture on our website.

Organisational environment

The Centre for Continuing Education Inc is a Registered Training Organisation (RTO) providing vocational education and training, and other learning and education programs in communities throughout the Victorian Hume region, including both large and smaller regional locations. The Centre, a community-owned not-for-profit adult and community education college, was established over 55 years ago. It operates a unique blend of community building programs, learner engagement support and education programs for people with low educational attainment and multiple challenges through to people seeking entry into the workforce. The Centre also offers a range of community programs to build the capacity of and achieve beneficial outcomes for our communities throughout the Hume region.

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This provides us with significant opportunities to support and work with people in the community to overcome barriers and challenges to enable them to fully participate socially and economically in our communities.

The Centre operates out of campuses in Wangaratta and Seymour, and through local partnerships throughout the Hume Region.

The Centre's departments are:

1. Vocational Education and Training (VET)
2. Community Engagement, Support and Employment (ESE)
3. Sport North East (Regional Sports Assembly)

The Centre is a Child Safe organisation, committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

The Centre is committed to building and nurturing a workplace that is free from discrimination, victimisation and allows for equal opportunity, including employment of Aboriginal and Torres Strait Islander people.

Reporting relationships

Reports to:	Team Leader - Training
Supervises:	

Contacts

Internal relationships	All staff in relation to the delivery of Quality Training and Assessment
External relationships	Relevant industry, referral services and stakeholders

The Centre operates through a collaborative, team-based structure.

Resource delegation

Budgeted purchasing delegation as per The Centre's Instrument of Delegations.

Key responsibility areas (KRAs)

1. Role Specific

1.1 Deliver training and assessment

- 1.1.1 Plan, prepare and deliver sessions for specified units from Qualifications as requested, contextualising them for the learner group.

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- 1.1.2 Complete all compliance related documentation as per requirements and be accountable for the management of this documentation for courses that are delivered.
- 1.1.3 Assess units of competency as per the candidate and assessor instructions provided by The Centre, implementing reasonable adjustment where required.
- 1.1.4 Complete assessment documentation provided by The Centre as per the requirements of policy and procedure and maintain a compliance with documentation required.
- 1.1.5 Ensure duty of care and all aspects of Occupational Health and Safety (OH&S) are practiced during course delivery and assessment, and any excursions.

1.2 Provide a learner-centred learning environment for the delivery of training and assessment

- 1.2.1 Implement andragogy teaching and learning principles in the delivery training and assessment.
- 1.2.2 Ensure a supportive and inclusive learning environment through understanding the needs and challenges of each learner and implement inclusive and strengths-based teaching and learning strategies.
- 1.2.3 Establish goals and learning plans with each learner and track learner performance against these, providing focused opportunities for learners to succeed.
- 1.2.4 Implement language, literacy and numeracy strategies in the classroom to support learner progress through the course, in consultation with the Team Leader – Training.
- 1.2.5 Refer individual students where necessary to The Centre’s Community, Engagement, Support and Employment Department for support, through consultation with appropriate Team Leader - Training or Manager - VET.

1.3 Maintain compliance with The Centre’s Quality Management System training and assessment requirements

- 1.3.1 Facilitate attendance reporting and report student absences to The Centre’s Enrolment and Administration staff as per requirements.
- 1.3.2 Supply all required trainer documentation including trainer matrix, signed resume and relevant qualifications prior to the beginning of the program.
- 1.3.3 Complete initial induction and subsequent planning/review meetings with the Team Leader – Training as required.
- 1.3.4 Undertake student placement observation visits and assessments as per course requirements.
- 1.3.5 Attend Community of Practice meetings and other professional development activities as required, and in conjunction with the Team Leader – Training, develop an Individual Learning and Development Plan to measure own performance.

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- 1.3.6 Provide all professional development activities to The Centre’s Quality and Compliance team on relevant professional development undertaken. Update compliance documentation with requirements when needed.

2 General

As a staff member of The Centre:

- 2.1 Contribute to The Centre’s commitment to providing a child safe environment. This includes compliance with and support of The Centre’s Child Safe Policy and related procedures, and Child Safe Code of Conduct.
- 2.2 Contribute to the process of continuous improvement, including new initiatives of The Centre.
- 2.3 Comply with the Code of Conduct and all policies and procedures of The Centre.
- 2.4 Comply with OH&S and Equal Employment Opportunity (EEO) requirements of The Centre.
- 2.5 Maintain excellence in customer service, a respectful and inclusive attitude to diversity, and commitment to continuous learning and improvement, to support The Centre’s strategic growth and development.

Note: The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Specific performance targets will be negotiated as part of The Centre’s regular performance planning and review process.

Accountability and authority

The incumbent will work within The Centre’s policies, procedures, quality management processes and compliance requirements.

Additional information

A six-month probationary period applies to this position.

The incumbent may be required to travel as part of completing the required duties of the role.

Skills, knowledge and abilities

Required key selection criteria (these criteria only to be addressed in employment application)

1. Demonstrated experience delivering vocational programs to learners, using appropriate methods and meeting compliance requirements for recording and reporting assessment outcomes.
2. Ability to work confidently and conscientiously while unsupervised, off-site and in different delivery areas to provide high quality education and training programs to learners.
3. Experience in developing and accessing activities that incorporate techniques to engage learners who may be disengaged to achieve positive outcomes.

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4. Relevant industry experience.

Other required skills and knowledge

1. Strong communication and interpersonal skills that include the ability to provide open and honest feedback in a respectful manner.
2. Demonstrated ability to work autonomously, and as part of a team to develop and achieve team goals and program outcomes.
3. Demonstrated initiative and ability to adapt to change, a positive can-do attitude and willingness to accept responsibility for decisions and actions.
4. Strong time management skills with the ability to multi-task and deliver to required timeframes while maintaining a high attention to detail.
5. Excellent verbal, written and interpersonal skills
6. Strong computer skills with experience using Microsoft Outlook, Word, Excel and databases.
7. Ability to exercise discretion and maintain confidentiality within legal constraints around this.

Highly Desirable

Qualifications and Licences	Essential/Preferable
Certificate IV in Training and Assessment (TAE 40116)	Preferable
Current employee Victorian Working with Children Check Card (WCC)	Essential
Satisfactory National Police Records Check	Essential
Current Australian Drivers Licence	Essential

Salary and conditions

- The Centre is a registered charity and holds Public Benevolent Institution status. Salary packaging is available.
- Staff participate in developing their Individual Performance Plans each year.
- The Centre is committed to supporting professional development of its staff, which is established through each staff member's Individual Learning and Development Plan.