



EMPLOYEE	
DEPARTMENT	Education and Training
POSITION TENURE	
REPORTS TO	Director Education and Training
APPROVED BY	Chief Executive Officer
DATE	October 2021
POSITION OBJECTIVE	To assist students to achieve their personal learning and career goals through the development and delivery of high quality accredited training.
Achievement of the position objective will be reviewed against the following key performance indicators in the annual appraisal and review process and as required.	

Our Values are reflected in our commitment to:

- Develop, encourage, support, affirm and recognise ***Our People*** #
- ***Integrity*** through the high standards we hold ourselves to
- ***Respect*** for *Our People*, the community and the environment
- ***Collaboration*** with *Our People* and the community to advance our Mission and Vision
- ***Accountability*** for making a difference and achieving results
- Uphold the highest Standards to ensure ***Safety*** for all
- ***Quality of Experience*** for *Our People* and stakeholders

Our People are our staff, students and volunteers

Key performance Indicators

- Deliver training to students in accredited courses that meets, or exceeds all regulatory and quality requirements for Vocational Education and Training (VET)
- Ensure all delivery methods are engaging for a diverse range of learners and learning styles
- Adherence to the VET compliance requirements for all training and assessment as per the VET standards, contracts, guideline and timeframes
- Maintain professional currency in the relevant industry area of specialisation to ensure skills and knowledge reflect current industry practices
- Maintain vocational competency through continual development and learning and implement compliance and quality requirements for VET training
- Actively support the mission, vision and values of CCG in the performance of all roles and functions
- Attend and participate in CCG staff training as required
- Maintain a professional standard of conduct, reliability, and communication at all times following CCG's Staff Code of Conduct and Policies and Procedures
- Maintain a current Training and Assessment qualification approved for the delivery of VET training
- Undertake a minimum of 6 professional development activities per calendar year with 3 related to industry and 3 related to VET skills and knowledge
- Contribute to the safety of all students by adhere to the Child Safe Policies, Procedures and Codes of Conduct to ensure all students with CCG are in a safe and inclusive learning environment. CCG is a child safe organisation and is committed to the safety and wellbeing of all students. CCG has zero tolerance for child abuse.

Key selection Criteria

- Demonstrated high-level ability, skill, and knowledge of industry specialisation
- Demonstrated knowledge of the AQTF Essential Standard for Continuing Registration, the VRQA Vet Provider Standards and the Skills First Program Contract requirements.
- Demonstrated ability to establish and maintain effective interpersonal relationships at all levels and to work as a team member to achieve positive outcomes
- Ability to work with a wide range of industry stakeholders
- Knowledge and understanding of contemporary educational philosophies
- Willingness to undertake professional development and to pursue continuous improvement
- Highly organised and able to work independently to achieve the goals of the role
- Capacity to work within timelines and to complete assigned tasks within set timeframe
- Ability to maintain organisational confidentiality
- Highly developed communication, interpersonal and presentation skills
- High level of IT skill

Functional Relationships

Key Internal:

Students
Senior Management
Marketing Co-ordinator
Finance Team
Student Records Team
Customer Service Officers

Key external:

VRQA
Department of Education and Training
Businesses and employers
Partner organisations for course delivery
Education and literacy support services

Essential Qualifications:

- Minimum Certificate III in the related industry with current and relevant industry experience working in the sector
- A current Certificate IV in Training and Assessment (TAE 40116)

Other Mandatory Requirements:

- Clear Police check
- Clear Working with Children check
- A current motor vehicle driver's license

Community College Gippsland adheres to the Victorian Public Health directions where all employees working in the Education sector must be vaccinated against COVID-19. Compliance with this direction is a legal condition of employment. Applicants applying for this role are required to be vaccinated against COVID – 19. Any offer of employment will only be made to candidates who can provide evidence of their vaccination status.

ACKNOWLEDGEMENT

CCG will not engage, employ, contract or otherwise deal with any Disallowed Person as defined by the Standard VET Funding Contract Skills First Program.

The term 'Disallowed Person' applies to both registered training organisations and Relevant Persons at registered training organisations where the registered training organisation has, since 1 January 2011, been subject to any of the following actions for performance reasons:

- A VET Funding Contract termination
- Termination of an 'Other VET Funding Arrangement'
- Registration cancellation, revocation or suspension (whether by the VRQA or ASQA)
- Restrictions imposed on registration (whether by the VRQA or ASQA)

If you are a "Disallowed person" as described above it is your duty to disclose this and as such will not be eligible for this position within CCG.

A Disallowed Person can be an individual (natural person) or an 'entity' (including a body corporate, partnership, association, governmental or local governmental authority or agency).

A Relevant Person means an individual who has been an Executive Officer or High Managerial Agent, or at a sufficiently high level within an organisation to have exercised a material degree of control or influence over the management or direction of the organisation in relation to training delivery.

DECLARATION:

Approval

I approve this Position Description as a current and appropriate reflection of the requirements, roles and functions as described employed by Community College Gippsland.

This Position Description forms part of the Contract of Employment as offered to:

..... (insert name)

Signed: **Date:**

Position: Chief Executive Officer

Employee Statement:

I have read, understand and accepted the above Position Description.

I understand that the Roles, Functions and Key Performance Indicators in this Position Description, form part of the Community College Gippsland Contract of Employment.

Name:

Signed: **Date:**