



CCG
 —
 Community
 College
 Gippsland

POSITION DESCRIPTION
Trainer and Assessor

EMPLOYEE	
DEPARTMENT	Education and Training
REPORTS TO	Director Education and Training
APPROVED BY	Chief Executive Officer
DATE	December 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

CCG is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

Key Performance Criteria

- 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
- Maintain professional currency in the relevant industry area of specialisation to ensure skills and knowledge reflect current industry practices
- Maintain a working knowledge of 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
- 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 adhering to the Child Safe Policies, Procedures and Codes of Conduct to ensure all students with CCG are in a culturally safe and inclusive learning environment.

Key Selection Criteria include yellow highlight

- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.
- Must be able to demonstrate a working knowledge of Child Safety Standards
- Demonstrated high-level ability, skill, and knowledge of industry specialisation
- Excellent communication skills with the ability to impart knowledge for maximum understanding
- 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 skills
- Clear Police check
- Clear Working with Children check
- Must be able to demonstrate a working knowledge of Child Safety Standards

Essential Qualifications

- Industry qualifications as required by the relevant Training Package to deliver VET qualifications
- TAE40116 Certificate IV Training and Assessment

Functional Relationships

Key Internal

Students
Teaching Staff
Administrative Staff
Management
Visitors

Key External

Industry Representatives
Education and Training providers
Employers and potential employers

Please note:

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 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 of a Trainer 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:**