

POSITION DESCRIPTION

TRAINER AND ASSESSOR

DEPARTMENT	RTO
REPORTS TO	Training Manager
DATE	April 2024
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 key performance indicators in the annual appraisal and review process and as required	

Our Values are reflected in our commitment to:

- * **Integrity**
- * **Inclusion**
- * **Quality**
- * **Collaboration**
- * **Safety**

Community College Gippsland (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.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities, and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

At CCG we:

- Provide a safe and inclusive environment that is free from discrimination.
- Empower students and harness their uniqueness through voice and agency.
- Ensure equal employment opportunities for all and encourage the participation of underrepresented staff.
- Celebrate the differences of our people and recognise their unique contributions to our community.

SCOPE OF THE ROLE

The Trainer and Assessor role will work to deliver dynamic and sector relevant workplace training and assessment to learners and provide ongoing training, support, observation and mentoring that supports learners to achieve their career goals.

RESPONSIBILITIES

- 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.
- Attend and participate in CCG staff training as required.
- 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.
- Maintain a professional standard of conduct, reliability, and communication and follow CCG's Staff Code of Conduct and Policies and Procedures at all times.
- Actively support the mission, vision, and values of CCG in the performance of all roles and functions.

KEY PERFORMANCE INDICATORS

- Demonstrate, by personal behaviours, the values of CCG.
- Maintain and update both the Employee Qualification Matrix and Professional Development Plan.
- Monitor and implement strategies to improve student attendance.
- Design and deliver training resources that meet both Training Package requirements and industry standards.
- Ensure all delivery methods are engaging for a diverse range of learning styles and reflect contemporary adult learning approaches.
- Create an educational environment that is conducive to learning.

- Train, monitor, and support students in a diverse range of environments including class, workplace, apprenticeship and traineeship to successfully complete all course requirements.
- Ensure all Training and Assessment (TAS) documents including assessment tools and evidence of participation are collected, documented, and submitted in accordance with the CCG policies and procedures.

KEY SELECTION CRITERIA

- Demonstrated understanding of appropriate behaviours when engaging with children.
- Demonstrated working knowledge of Child Safety Standards.
- Demonstrated high-level ability, skill, and knowledge of industry specialisation.
- Excellent communication, interpersonal and presentation 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.
- High level of IT skills.

ORGANISATIONAL FUNCTIONS

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
 - Promptly and accurately reporting all hazards, accidents, incidents and near misses;
 - Ensuring safe use and maintenance of equipment including PPE for self and students;
 - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
 - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements.
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.

- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures

MANDATORY REQUIREMENTS

- Clear Police Check
- Clear Working with Children Check
- Current Victorian Drivers Licence

QUALIFICATIONS

- Ensure that all qualification(s) held are relevant and appropriate for the area in which industry specialisation training is delivered. Minimum requirements: Certificate II in Retail Cosmetics and / or Certificate III in Beauty Services.
- TAE40116 Certificate IV Training and Assessment.

FUNCTIONAL RELATIONSHIPS

Key Internal	Key External
Students	Industry Representatives
Staff	Education and Training Providers
	Employers

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:

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.

Signed: _____

Date:

Name: