

## POSITION DESCRIPTION

# Pre-Accredited Trainer

DEPARTMENT	Education & Training
REPORTS TO	Pre-Accredited Coordinator
DATE	August 2024
POSITION OBJECTIVE	To assist students to achieve their personal learning and career goals through the development and delivery of high-quality 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:

- \* *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 Pre-Accredited Trainer role at CCG assists students in developing skills, knowledge and confidence through an individually designed teaching approach. Courses are planned for students from a diverse range of backgrounds and abilities and delivered in a psychologically safe learning environment.

The ACFE Pre-Accredited Trainer will provide professional pre-accredited training within the ACFE program and to promote CCG through maintaining and supporting growth of strong organisational, community and industry relationships.

## RESPONSIBILITIES

- Prepare training material and plans that have been approved in accordance with CCG policies and procedures prior to delivery.
- Ensure all A-Frame and related documents are collected, documented and submitted in accordance with the CCG policies and procedures.
- Maintain a professional standard of conduct, reliability and communication always in accordance with the CCG Staff Code of Conduct and other relevant Policies and Procedures.
- Assist each student to reach their personal and career goals through individual encouragement and high-quality training methods.
- Ensure all delivery methods are engaging for a diverse range of learning styles and reflect contemporary adult learning approaches.
- 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. 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.

## 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.

## KEY PERFORMANCE INDICATORS

1. Course design and planning:
  - Design training to meet the specifications of the Pre-Accredited Quality Framework.
  - Prepare course plans and session plans for ACFE courses.
  - Ensure course plans, session plans and program evaluations are completed.
2. Course delivery:
  - Ensure all learning materials are customised to suit a range of students.
  - Employ a range of teaching techniques to cover course topics, including group work, blended learning and regular feedback, ensuring the needs of learners are met.
  - Maintain daily records and attendance rolls.
  - Ensure all students complete A-frame documentation as per Pre-Accredited Quality Framework requirements.
3. Course records and student progress:
  - Maintain student records including attendance rolls with in Pre-Accredited Quality Framework requirements.
  - Store all student records appropriately, to ensure confidentiality
4. Quality and compliance:
  - Actively participate in ACFE compliance activities and meetings

## KEY SELECTION CRITERIA

- Capacity to establish and maintain effective interpersonal relationships with staff 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.
- Demonstrated ability to model excellence in creating successful learning environments.
- Willingness to undertake professional development and to pursue continuous improvement.
- Highly organised and able to work independently to achieve the goals of the role.
- Ability to maintain organisational confidentiality.
- Highly developed communication, interpersonal and presentation skills.
- 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.

## MANDATORY REQUIREMENTS

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

## QUALIFICATIONS

- Nil

## FUNCTIONAL RELATIONSHIPS

### Key Internal

Students  
Teaching Staff  
Administrative Staff  
Management  
Visitors

### Key External

Support agencies  
Families

## 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: