

Illawarra >> ITeC <<

Position Description	
Trainer/Assessor	
<p>The Illawarra ITeC Ltd is a community service organisation which is committed to providing services that enhance the lives of individuals. Our team takes pride in proactively supporting people providing quality and innovative Vocational Education and Training options, which produce high level skills leading to positive employment outcomes.</p>	
Position Objective	
<p>The objective of the Trainer/Assessor role is:</p> <ul style="list-style-type: none"> • To plan and deliver quality training programs to existing and potential clients of the Illawarra ITeC. • To contribute to and maintain the delivery of high quality customer service to external and internal clients. • To ensure compliance with internal policies & strategic objectives of the Illawarra ITeC and regulatory bodies. • To deliver and assess training and provide ongoing support to students and employers. <p>Trainers/Assessors are responsible for:</p> <ul style="list-style-type: none"> • Delivering professional and engaging training and assessment, in line with the Australian Quality Training Framework, State and Commonwealth legislation and relevant ITeC policies and procedures. • Sourcing and organising appropriate student work experience placements as required that will increase employment opportunities. • Associated administration. 	
Position Specifics	
Employment Status	Casual or Contractor - Sessional Trainer/Assessor
Reports to	Training Co-ordinator
Supervises	N/A
Internal Liaisons	ITeC's Training Team – Management, Trainers/Assessors, Administration and Compliance
External Liaisons	Current and potential students/jobseekers Clients Employers and Industry Bodies Schools Host work experience/placements contacts Funding bodies, regulators and auditors Job Active Providers

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Position Responsibilities and Duties	Measurable Outcomes
<p>Training & Client Services</p> <ul style="list-style-type: none"> • Delivery and continuous development of industry specific competence. • Conduct an initial training review to determine individual learning needs of students. • Assess student learning needs and make appropriate and reasonable adjustments to maximise individual learning opportunities and outcomes. • Deliver dynamic and professional training. 	<p><i>Delivery of high quality services to existing and potential students/clients.</i></p> <p><i>Engage students to achieve completion of their studies.</i></p>
<p>Documentation and Compliance</p> <ul style="list-style-type: none"> • Maintain quality service delivery that optimises stakeholder satisfaction and which is compliant with ASQA Standards for Registered Training Organisations; Government Funded Training contract requirements and within State and Commonwealth Legislation. • Complete all relevant documentation required by ITeC Training Compliance Team in a timely manner. • Document placements as required by the Compliance Team. • Participate in validation and moderation activity as required. • Participate in internal and external audits as required. • Development of training material, including assessments and learning material. • Participate in the development of training materials including assessment strategies, assessment and learning material and report on student learning outcomes. 	<p><i>Demonstrated audit compliance with internal and external contracts and legislative requirements including ITeC Policies, Procedures and Work Instructions as well all ASQA contract provisions.</i></p> <p><i>Successful and timely completion of all documents/reporting to a high standard in terms of quality and compliance.</i></p>
<p>Continuous Improvement</p> <ul style="list-style-type: none"> • Participate in processes that ensure ASQA compliance and continuous improvement. • Participate in continuous review and development of delivered courses. • Participate in and contribute to validation and moderation activity as required. • Participate in staff meetings, policy and organisational development activities and professional development and training opportunities. 	<p><i>Follow and contribute to continuous improvement procedures.</i></p>
<p>Communications</p> <ul style="list-style-type: none"> • Establish and maintain effective relationships with a variety of internal and external stakeholders with aim of creating awareness and continuously improving program. • High level of demonstrated verbal, listening and written communication skills are required. 	<p><i>Positive contribution to the training team.</i></p>
<p>General</p> <ul style="list-style-type: none"> • Comply with all relevant ITeC policies and procedures, and legislative requirements. • Display high level of personal integrity and professionalism when representing ITeC. • Other duties as directed by manager or supervisor. 	<p><i>Performance of general position responsibilities to a high standard.</i></p> <p><i>Follow ITeC's staff code of conduct at all times.</i></p>

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Capability and Leadership Attributes	
Supporting others	<ul style="list-style-type: none"> • Responds to changes in clients and stakeholder needs as directed by supervisor • Actively listens to colleagues and clients and responds promptly to their needs • Actively contributes to team goals through cooperation • Respect individual needs and choices
Delivering Quality Services	<ul style="list-style-type: none"> • Accepts personal responsibility for accurate completion of work and seeks help when required • Works within agreed priorities for clients and works independently on routine tasks • Self-motivated to get things done and works to agreed outcomes • Enthusiastically accepts tasks and initiates action
Personal & Professional Commitment	<ul style="list-style-type: none"> • Demonstrates ITeC values and code of conduct. • Displays high ethical and professional standards in all aspects of work • Reflects on own behaviour and recognises the impact on others. Seeks development options • Self-evaluates performance and seeks feedback from others • Engages in continuous learning opportunities and supports others in learning
Leadership & Influence	<ul style="list-style-type: none"> • Demonstrates knowledge of ITeC's mission, vision and guiding principles • Keep self-informed. Keeps supervisor informed on work progress • Demonstrates judgement and adheres to work plans • Thinks and plans ahead
Positive Impact	<ul style="list-style-type: none"> • Stays focused on the goal of service improvement and resists being side-tracked • Remains positive and responds to pressure in a controlled manner. Ensures work is completed within timeframes • Is tolerant and open. Treats all people with respect and courtesy
Inherent Requirements of Position	
Core Physical Requirements	
<ul style="list-style-type: none"> • Ability to operate varying technological devices and software applications and to access, interpret and utilise complex documents. • Able to drive and operate company vehicle, or travel on own means as appropriate to the position • Ability to sit for prolonged period at workstation • Ability to stand for prolonged periods • Ability to bend and lift various objects and weights • Able to communicate effectively with various stakeholders 	

Mandatory Requirements

- Working With Children Check (WWCC)
- Must continue to hold current Driver's License and willingness to travel if required.
- Anaphylaxis training, CPR and emergency care training. *Department of Education requirements for Trainers and Assessors delivering EVET, (SBATs) School Based Apprenticeships and Traineeships.*

Subsequently, if your circumstances change for any of the above mandatory requirements you must advise ITeC immediately.

Key Selection Criteria and Skills/Attributes

Essential

QUALIFICATIONS:

- TAE40110 Certificate IV in Training and Assessment
- TAELLN4011 Address adult language, literacy and numeracy skills
- Qualification at least to the level or above being delivered

EXPERIENCE and/or SPECIALIST KNOWLEDGE:

- Vocational competence at least to the level being delivered
- Current industry skills directly relevant to the training and assessment being provided
- Current knowledge and skills in vocational training and learning that informs their training and assessment
- Maintain currency of qualifications and relevant
- Demonstrated experience in the development of training material, including assessments and learning material
- Solid understanding of relevant quality and regulatory frameworks
- Strong administration or office management skills
- Experience/skills in development, coordination and review of nationally recognised training
- Demonstrated experience in delivering effective training programs and conducting assessments
- Highly developed organisational and problem solving skills with a proven ability to work autonomously
- Highly developed interpersonal skills- including high level oral/written communication skills
- Demonstrated skills in Microsoft Office software package

I have read and understand this position description and in signing this document agree that I am capable of fulfilling all of the requirements of the position prescribed in this document.