

Human Resources

Position Description



Position Title:	Vocational Trainer and Assessor
Responsible To:	Vocational Education Training Manager
Location:	Service Delivery Sites, as required
Hours:	Full time, part time or casual by negotiation

Position Overview

The Vocational Trainer and Assessor is responsible for engaging and empowering community members, existing workers and unemployed individuals by facilitating and assessing relevant industry training to assist Participants to obtain employment, enhance employment skills, or proceed to further education or training. The Vocational Trainer and Assessor motivates and guides Participants in training through the provision of quality services while adhering to the Standards for Registered Training Organisations.

Personal Attributes

You will be a person-centred, engaging and empathetic individual, highly skilled in interpersonal communication, social interaction and active listening. You will have a flexible attitude towards hours of work and working arrangements. You are non-judgemental with a positive approach and are able to build strong relationships with a broad range of stakeholders. You will enjoy a challenge and demonstrate initiative and creativity; you will have a belief in and commitment to the pursuit of excellence. You will be able to work collaboratively within and across teams and demonstrate high levels of honesty and integrity in delivering high quality, personalised and culturally competent services. You will have excellent organisational skills, be outcome focused, with a professional presentation and courteous business manner who is always firm, fair and consistent. You will have a flair for fine detail and will not compromise standards.

Responsibilities:

The Vocational Trainer and Assessor is responsible for:

- Following standard operating procedures in accordance with the Organisation's requirements and standards
- Conducting training needs analysis and identifying learner support needs for each Participant prior to commencement
- Developing and monitoring Learner Support Plans where provision of additional support needs has been identified
- Contributing to developing appropriate competency-based programs and compliant assessment tools to meet Participant needs and Training Package requirements
- Providing quality training and assessment services to Participants in accordance with training and assessment strategies
- Conducting assessments in accordance with the Training Package requirements and relevant assessment tools including online submissions
- Liaising with key stakeholders to actively engage with industry, facilitating consultation with regard to training products, industry needs and expectations, and arranging guest speakers and work placements where required
- Supervising work placements (if applicable)
- Utilising relevant Training Packages and the Organisation's training and assessment resources to develop and deliver competency-based training programs that will support industry needs, labour market trends and skill development of our Participants
- Participating in assessment validation and moderation
- Engaging Participants to maximise Participant commencements, attendance and outcomes
- Accessing and utilising support services to maximise Participant retention and engagement
- Providing flexible program delivery including training site and workplace-based programs across a range of delivery locations including Pivot Training sites, workplaces, outreach and community pop up sites
- Adapting delivery methodology and assessment strategies to suit the Participant cohort including face to face, blended, online, virtual and flipped classes
- Ensuring all records are maintained as required in the relevant Student and Learner Management Systems
- Undertaking Professional Development (PD) by participating in internal PD activities and externally organised PD activities

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- Developing and implementing personal PD plans annually to ensure continued PD relevant to vocational competencies, industry skills and training and assessment practices
- Maintaining professional relationships with internal and external stakeholders at all times.
- Promoting the activities and services of the Organisation to internal and external stakeholders.
- Undertaking any other duties as directed by RTO Managers.

Quality Standards, Regulations and Responsibilities:

The Vocational Trainer and Assessor will need to comply with the following at all times:

- The Organisation's Policies and Procedures
- The government authority contractual requirements and specifications
- The government authority Code of Practice and Service Provider Instructions
- The government authority complaints procedures
- The VET Quality Framework
- ISO:9001 Quality Management System
- ISO/IEC 27001: 2023 Information Security Management System
- Relevant Commonwealth and State Legislation
- The Organisations Work Health and Safety System
- Work Health and Safety Acts

Qualifications:

- Certificate IV in Training and Assessment (TAE40110 including TAELLN411 & TAEASS502, or TAE40116) or higher qualification in Adult Education
- Relevant Industry qualifications or demonstration of equivalent competencies
- Relevant training experience

Key Skills/Attributes:

- Excellent interpersonal skills and personality traits that will foster the co-operation of Participants
- Ability to build networks with employers
- Must display initiative and willingness to work autonomously within a team environment
- Must have excellent communication skills, oral and written
- Ability to work with diverse cultural backgrounds
- Must display exceptional facilitation and workplace assessment skills, and the ability to draw quality evidence
- Must embrace and foster continuous improvement
- Ability to organise work schedules and prioritise work responsibilities
- Must be computer literate

Desirable Skills/Attributes:

- Experience working with special needs client groups such as the long term unemployed, people with disabilities, non-English speaking background, drug and alcohol dependency, homelessness, domestic violence and psychological disorders is highly desirable.
- A flexible, positive attitude towards working arrangements
- Loyal to Organisation, ambitious, and enjoys meeting and working with people
- Enjoys a challenge and demonstrates initiative and creativity
- An understanding of and empathy for people experiencing periods of unemployment
- A strong commitment to the ethos of enterprise and business development
- An understanding and acceptance of organisational change
- A belief in and commitment to the pursuit of excellence

Additional Factors:

- Driver's license essential
- National Police Clearance prior to commencing employment
- Working with Children Check
- Completed Covid-19 vaccination schedule
- This position may require occasional attendance at meetings or training outside normal business hours.

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Selection Criteria

- Industry qualifications and experience
- Highly developed communication and interpersonal skills with a strong emphasis on building networks and relationships with external and internal stakeholders
- Proven ability to work as part of a flexible, dynamic, target and outcomes focussed team as well as operating autonomously