

# Human Resources

## Position Description



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<b>Position Title:</b>	Training and Employment Consultant – Trainer and Assessor: SEE
<b>Accountable To:</b>	SEE Team Leader
<b>Location:</b>	All Training Sites
<b>Hours:</b>	Full time, part time or casual by negotiation

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### **Position Overview**

The Trainer and Assessor: SEE is responsible for engaging and empowering community members, existing workers and unemployed individuals by supporting them to upskill, reskill, secure, and maintain employment, or progress to further education or training. The Trainer and Assessor: SEE motivates and guides Participants in training through the provision of quality training in language, literacy, numeracy, and digital literacy skills and competency-based training, as well as providing assistance related to employment. The Trainer and Assessor: SEE will adhere to Government contractual requirements and achieve and maintain compliance within 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 Trainer and Assessor: SEE is responsible for:

- Following standard operating procedures in accordance with the Organisation's requirements and standards
- Facilitating pre-training, formative and summative assessments using the Australian Core Skills Framework and the Digital Literacy Skills Framework (ACSF and DLSF) and reporting accurately in accordance with requirements
- Meeting Key Performance Indicators
- Participating in regular scheduled ACSF, DLSF and Accredited training team validation and moderation activity
- Providing quality training and assessment services to Participants in line with training and assessment strategies
- Conducting assessments in accordance with Accredited and Non- Accredited training requirements and relevant assessment tools, including online submission
- Utilising relevant Training Packages, frameworks and resources to develop and deliver training programs in supporting skilling and reskilling Participants
- Providing flexible SEE program delivery and workplace-based programs across delivery locations including Pivot Training sites, work places, outreach and community pop up sites
- Adapting delivery methodology and assessment strategies suitable to the Participant cohort including face to face, blended, online, virtual and flipped classes
- Engaging Participants to maximise commencements, attendance and outcomes
- Developing and monitoring individual Participant pathway plans that will ensure that all Participants are prepared for further training or employment, and for Participants to achieve statements of attainment and/or full certificates
- Accessing and utilising support services to maximise participant retention and engagement
- Identifying and implementing Work Experience as a pathway option for Participants
- Sourcing off-site training, excursions or guest speakers
- 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
- Developing and implementing personal PD plans annually to ensure continued PD relevant to vocational competencies, industry skills and training and assessment practices.

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- Maintaining and documenting currency in all vocational competencies and industry skills for training and assessment being delivered
- 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 Trainer and Assessor: SEE is responsible for ensuring that the following regulations, standards and codes are complied with:

- 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
- Qualifications as specified in the RTO Standards and relevant Training Packages

### **Key Skills/Attributes:**

- At least 100 hours of Adult literacy and numeracy teaching or assessment experience in the last three years
- Ability to use the ACSF and the DLSF as an assessment tool
- Professional development relating to adult language, literacy, numeracy and digital literacy completed annually
- Excellent interpersonal skills and personality traits that will foster the co-operation of Participants and colleagues
- Must display initiative and willingness to work autonomously within a team environment
- Must have excellent communication skills, oral and written. Ability to work with all age groups and diverse Participant groups
- Must display exceptional training skills and the ability to incorporate various teaching strategies
- Ability to organise work schedules and prioritise work responsibilities
- Must have sound digital literacy skills.

### **Desirable Skills/Attributes:**

- Experience working with the disadvantaged, multicultural and youth
- Extensive experience working with adult language, literacy, numeracy and digital literacy
- At least 3 years full time equivalent experience in teaching in TESOL or Literacy programs at adult, secondary or pre-tertiary level;

### **Additional Factors:**

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

### **Selection Criteria**

- Experience in the delivery of group based training programs or similar employment preparation programs
- Highly developed communication, interpersonal and liaison skills with an emphasis on engaging students within a learning environment
- Ability to work as part of a flexible, dynamic, and outcomes focussed team as well as operating autonomously.