Position Description

Position Title: Pre-Training Assessor: SEE

Accountable To: Contract Region Manager: SEE

Location: Training Delivery Sites

Hours: Full-time or part-time by negotiation

Position Overview

The Pre-Training Assessor: SEE is responsible for engaging and assessing community members, existing workers and unemployed individuals who are seeking to commence in the Skills for Education and Employment (SEE) program with Pivot Training to upskill, reskill, secure, and maintain employment, or progress to further education or training. The Pre-Training Assessor: SEE will guide potential Participants through either one on one, or group assessment sessions to determine their learning goals and current language, literacy, numeracy, and digital literacy skill levels in accordance with the Australian Core Skills Framework and/or the Digital Literacy Skills Framework. The Pre-Training 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 Pre-Training Assessor: SEE is responsible for:

- Following standard operating procedures in accordance with the Organisation's requirements and standards
- Facilitating SEE Pre-training assessments using the Australian Core Skills Framework and the Digital Literacy Skills Framework (ACSF and DLSF) and reporting accurately in accordance with requirements
- Engaging potential Participants through the SEE Pre-training assessment process to maximise commencements, attendance and support their early engagement in SEE
- Meeting Key Performance Indicators
- Participating in regular scheduled ACSF and DLSF team validation and moderation activity
- Providing back up quality training and assessment services across the contract regions to Participants in line with training and assessment strategies
- Utilising relevant Training Packages and frameworks to make recommendations for the enrolment of Participants into accredited training
- Providing flexible SEE Pre-training assessment appointments across delivery locations including Pivot Training sites, workplaces, outreach and community pop up sites
- Accessing and utilising support services to maximise participant retention and engagement
- 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
- 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 Pre-Training 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
- ISOIEC 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, or TAE40116) or higher qualification in Adult Education
- Qualifications as specified in the RTO Standards and relevant Training Packages

Key Skills/Attributes:

- 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

Additional Factors:

- This position may require occasional attendance at meetings or training outside normal business hours
- Driver's Licence is required
- National Police Clearance prior to commencing employment
- Working with Children Check (if applicable)

Selection Criteria

- Experience in the assessment or delivery of group-based training programs or similar
- 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.