

## Position description

<b>Department/Unit:</b>	RTO	<b>Location:</b>	Ballarat
<b>Reports to:</b>	RTO Manager	<b>Supervises:</b>	Nil
<b>Employment Status:</b>	Part Time	<b>Approved By:</b>	RTO Manager
<b>Date:</b>	March 2018		
<b>Award/Classification</b>	Educational Services (Post-Secondary Education) Award 2010 Salary Packaging Available		

### Position Purpose

The Trainer and Assessor (Business) role reports directly to the RTO manager and is part of an enthusiastic team working towards enabling students to reach their full potential. The role of Trainer and Assessor will be to provide workplace training for students at BGT. You will work within the RTO team to deliver high quality training and assessment for all students, enabling them to develop the skills needed for their future employment.

### Position Tasks

- Assisting in the development, maintenance and delivery of energetic training programs, applying a variety of delivery methods (including flexible delivery), which reflects best practice delivery methodology.
- Actively participate in resource validation and moderation.
- Prepare, maintain, coordinate and evaluate delivery and learning resources.
- Work collaboratively as an effective team member.
- Assist with industry consultation, liaising with employers and placement hosts.
- Provide pre-course advice to students and participate in student selection and induction.
- Undertake administrative and coordination duties related to the learning programs delivery function.
- Assist with diagnosing student Language, Literacy and Numeracy difficulties.
- Provide advice and guidance within areas of specialist expertise.
- Undertake research efforts to ensure continuous improvement to your training offering.
- Contributing to the achievement of RTO targets and benchmarks.
- Implement relevant responsibilities with the Continuous Improvement Register which incorporates AQTF requirements.
- Other duties as directed by the RTO Manager.

Key Selection Criteria	Essential	Desirable
Applicants must address the following selection criteria in writing to be considered for this position:		
• Proven current vocational skills and knowledge, which will enable innovative educational support programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Demonstrated experience in chosen field of training delivery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Demonstrated knowledge and understanding of the current issues influencing the vocational education and training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Knowledge, understanding and commitment of to a diverse range of students, including those with learning difficulties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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• Ability to apply information and communication technologies to the delivery of your training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Proven ability to research and seek out learning materials for service training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Qualifications/ Registrations	Essential	Desirable
These do not need to be addressed in the selection criteria but must be included on resume:		
• Certificate IV Training & Assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Diploma in Business Management (or equivalent cert IV or higher).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Recent Satisfactory Police Check.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Current Working with Children's Check.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Current Victorian Driver's License	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Key Responsibilities	
<b>Governance &amp; Leadership</b>	<ul style="list-style-type: none"> <li>• Abide by organisational policy and procedure.</li> <li>• Be an active contributor to organisational discussions and meetings.</li> <li>• Actively promote our vision and values.</li> </ul>
<b>Workforce &amp; Culture</b>	<ul style="list-style-type: none"> <li>• Maintain a healthy work/life balance.</li> <li>• Contribute effectively to the promotion of equal opportunity and non-discrimination in the workplace.</li> <li>• Actively contribute to a safe working environment for all employees.</li> <li>• Provide high quality service offerings to BGT stakeholders.</li> <li>• Work effectively amongst the RTO team, and the greater organisation.</li> </ul>
<b>Finances &amp; Infrastructure</b>	<ul style="list-style-type: none"> <li>• Contribute to a financially viable organisation by applying sound judgement and implementing effective work practices.</li> <li>• Operate ethically and model BGT's values and behaviours.</li> <li>• Work collaboratively to ensure excellence in service delivery.</li> </ul>
<b>Business Systems &amp; Performance</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with the VET Quality Framework and other relevant legislation.</li> <li>• Ensure compliance with all BGT policies and procedures, in particular BGT WHS policies and procedures.</li> <li>• Accurately complete and maintain all necessary records, reports, notes and outcomes in accordance to strategic growth planning.</li> <li>• Be willing to undertake ongoing professional development as required.</li> </ul>
<b>Productive Partnerships</b>	<ul style="list-style-type: none"> <li>• Promote BGT as the community services provider people choose.</li> <li>• Actively contribute to continuous improvement.</li> <li>• Support the Leadership Team as required.</li> </ul>
From time to time we may ask you to assist in other work roles and locations as necessary.	

I understand the description of my role and key result areas, and agree to fulfil this description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_