

Trainer & Assessor- Engineering & Fabrication

Position description

Department/Unit:	Industry Skills Centre	Location:	Ballarat
Reports to:	ISC Manager	Supervises:	Nil
Employment Status:	12 month part time contract	Approved By:	CEO
Date:	February 2018		
Award/Classification	Educational Services (Post-Secondary Education) Award 2010 Salary Packaging Available		

Position Purpose

The Trainer and Assessor (Engineering) role reports directly to the ISC 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 classroom, practical and workplace training for students at BGT. You will work within the ISC team to deliver high quality training and assessment for all students, enabling them to develop the skills needed for their future and ongoing 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 training resources.
- Provide advice and guidance within areas of specialist expertise.
- Undertake administrative duties in relation to course delivery.
- Provide pre-course advice to students and participate in student selection and induction.
- Implement relevant responsibilities with the continuous improvement register which incorporates AQTF requirements.
- Assist with industry consultation, liaising with placement hosts and employers.
- Contribute to the achievement of ISC targets and benchmarks.
- Work collaboratively as an effective team member.
- Other duties as directed by the ISC manager.

Key Selection Criteria

Applicants must address the following selection criteria in writing to be considered for this position:

	Essential	Desirable
• Current vocational skills and knowledge, which will enable innovative educational support programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Proven knowledge and experience in engineering and fabrication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Knowledge and understanding of the needs of a diverse range of students, including those with learning difficulties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• 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"/>
• Proven written and verbal communication skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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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"/>
• Certificate III Engineering fabrication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Five years practical experience in engineering fabrication.	<input type="checkbox"/>	<input checked="" 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 & Demerit Point Statement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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