

Trainer & Assessor- Educational Support

Position description

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

Position Purpose

The Trainer and Assessor (Educational support) 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 classroom and workplace training. 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 vocational education and training programs, applying a variety of delivery methods which reflects best practice delivery methodology.
- Actively participate in resource validation and moderation.
- Prepare, maintain, coordinate and evaluate delivery and learning resources.
- Undertake research efforts to ensure continuous improvement to your training offering.
- Implement relevant responsibilities with the Continuous Improvement Register which incorporates AQTF requirements.
- Contributing to the achievement of RTO targets and benchmarks.
- Work collaboratively as an effective team member.
- Liaise with employers and placement hosts and assist with industry consultation.
- 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.
- Assist with the establishment, maintenance and review of learning programs.
- Provide advice and guidance within areas of specialist expertise.
- Prepare, plan and manage training resources.
- 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:		
• Current vocational skills and knowledge, which will enable innovative educational support programs.	<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 and understanding of the needs of 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"/>
• Proven written and verbal communication skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Proven ability to work among a team of motivated and passionate staff.	<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"/>
• Bachelor Degree of Education (or equivalent).	<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 & Demerit Point Statement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Fit and proper person 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 discussions 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. • 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 Leadership 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.

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Signature: _____

Date: _____