

**VOCATIONAL TRAINER IN CERTIFICATE II IN BUSINESS
AND
CERTIFICATE III IN BUSINESS ADMINISTRATION
(SESSIONAL/PART-TIME) WITHIN A VCAL PROGRAM**

Wyndham Community and Education Centre's VCAL Program is looking for the following:

- Vocational Trainer in **Certificate II in Business** and **Certificate III in Business Administration** (Part-time) within a VCAL Program starting January 2020.

About Wyndham Community & Education Centre Inc.

- Located in Werribee
- Leading Adult & Community Education provider
- Delivering Victorian Certificate of Applied Learning (VCAL)
- Delivering units from the Certificate II in Business
- Delivering units from the Certificate III in Business Administration

Wyndham CEC is one of Victoria's largest Adult & Community Education providers and a leader in supporting people and communities to make positive changes for their future. Founded over 40 years ago, Wyndham CEC works closely with people who need a hand to make a fresh start. We help build individual and community capacity so that people can enhance their present circumstances and future prospects.

This role will focus on the delivery and assessment of selected units from the Certificate II in Business and Certificate III in Business Administration training packages within a VCAL program. There might also be the opportunity for CRT work in 2020.

Mandatory Minimum Qualifications/Experience:

- A vocational qualification in Business/Business Administration training package/s and
- Certificate IV in Training and Assessment (TAE40116); or Certificate IV in Training and Assessment (TAE40110) including the units TAELLN411 & TAEASS502 or equivalent units
- Recent and relevant industry experience and professional development to ensure Industry currency
- Current Working with Children Check/VIT Registration and National Police Check.

In the roles you will be required to:

- Conduct classes and provide support to students
- Develop, deliver and assess units of competency within the training package, that is relevant to the needs of industry and ensure students develop job ready skills or are prepared to engage in further accredited training
- Meet the requirements stipulated as part of your work plan and job description.

About you

You:

- Are passionate about empowering learners through quality delivery and assessment
- Have the skills and qualifications to deliver programs that provide students with pathways to further education and employment
- Have experience in the delivery and assessment of vocational education and training
- Have experience in working with disengaged young people in the education and training sector is desirable
- Enjoy teaching in a community-based youth education program
- Have experience delivering programs to youth
- Are enthusiastic, passionate about teaching and able to demonstrate a genuine care for your students
- Are prepared to plan, develop and teach programs that cater for the needs of individual students
- Are able to incorporate a variety of teaching and learning strategies
- Have effective interpersonal and communication skills and are able to demonstrate an ability to keep accurate, updated and ongoing records and reports.

Applications should include the following:

- Add the position you're applying for in the subject line
- Full name, address and contact details
- Any other relevant personal details
- Academic and professional qualifications, giving names of institutions and dates of completion
- Membership and involvement in professional associations
- Details of career history, including current and/or recent positions relevant to this role and areas of responsibility within those positions
- Names and contact details of two professional referees who may be approached.

Wyndham CEC is committed to child safety, has zero tolerance for child abuse and actively works to protect and empower children.

Applications due by 5:00pm Friday 10th January 2020. Please send your cover letter and resume by email to jobs@wyndhamcec.org.au. Only email applications will be accepted.

Please note that only people with the right to work in Australia should apply for these positions. An e-mail confirmation will be sent to you on receipt of your application; it is not necessary to call our office to verify receipt.

For further information, Teresa Vizintin – teresav@wyndhamcec.org.au