

# **Wyndham Community and Education Centre Inc**

## **Job Description**

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### **Vocational Trainer in Business / Business Administration- in the VCAL Program**

#### **Job Description**

##### **General Information**

Incumbent:	To be confirmed
Classification:	According to Educational Services (Post Secondary Education) Award 2010
Reports to:	VCAL & Youth Manager and/or VCAL Coordinator
Duration:	For duration of contract

##### **Position objective**

Responsible for quality training and assessing In Vocational Education and Training (VET) programs within the Training Services Unit of Wyndham Community & Education Centre Inc. (Wyndham CEC).

The Trainer works with the VCAL & Youth Manager and/or VCAL Coordinator and a team of teachers and trainers to ensure the effective and efficient delivery of the selected units from the Certificate in II Business and Certificate III in Business Management as part of the VET requirements within the VCAL program

The Trainer participates with the VCAL & Youth Manager and/or VCAL Coordinator and other teachers and trainers in a team that meets regularly to review the performance of the VCAL program.

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### Duties & responsibilities

#### 1 *Planning*

- 1.1 Consult with the VCAL & Youth Manager and/or VCAL Coordinator about the aims and content of the course to ensure planning meets
  - VCAA requirements including course standards, timelines and qualification requirements as per VCE and VCAL Administrative Handbook.
  - Regulatory requirements and the requirements of the curriculum
  - DET/Skills First requirements.
- 1.2 Develop course programs building on the students' interests, abilities and strengths including developing and extending education and employment pathways.
- 1.3 Ensure programs are flexible in order to meet the changing and diverse needs of students.
- 1.4 Attend teacher and trainer meetings/information sessions as required.
- 1.5 Provide the VCAL & Youth Manager and/or VCAL Coordinator with a draft course outline prior to the start of each term and a final course outline at the completion of the course.

#### 2 *Represent Wyndham CEC*

- 2.1 Represent Wyndham CEC to students and the public in a professional manner.
- 2.2 Represent Wyndham CEC at professional development/network meetings as required.

#### 3 *Program delivery and expertise*

- 3.1 Teach the course as negotiated according to the requirements set out in the VCE and VCAL Administrative Handbook, VET training packages and Further Education Curriculum (FE), while meeting the Skills First VET Funding Contract.
- 3.2 Develop teaching strategies that reflect the varying learning needs of the students.
- 3.3 Ensure all assessments are based on the VCAL Principles of Assessment and are in accordance with the assessment guidelines for the accredited curriculum and/or training packages.
- 3.4 Maintain necessary records as required by Skills First VET Funding Contract, VCAA, DET and the VRQA (or other funding/regulatory bodies as directed by the VCAL & Youth Manager), including meeting the AQTF Essential Conditions and Standards for Continuing Registration.
- 3.5 Keep the VCAL & Youth Manager and/or VCAL Coordinator informed regarding the course, students and changes to the class delivery program such as excursions, guest speakers and activities.
- 3.6 Inform the VCAL & Youth Manager of students requiring follow-up particularly regarding student absences, student well-being & duty of care.
- 3.7 Attend relevant professional development, validation, moderation and quality assurance as required.
- 3.8 Maintain a Professional Development Activity Log and Industry Consultation Log.

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### 4 *Risk and Compliance*

- 4.1 Keep evidence of student participation and assessment records as required.
- 4.2 Work with the VCAL & Youth Manager and/or VCAL Coordinator as required to review and improve internal systems to ensure that minimal risks occur and compliance is assured.
- 4.3 Ensure compliance with:
  - Wyndham CEC Codes, Policies and Procedures
  - VCAL Requirements as per VCE and VCAL Administrative Handbook
  - Rules of the FE curriculum, VET training packages and VCAL units as applicable
  - DET requirements as per the Skills First VET Funding Contract
  - AQTF Essential Conditions and Standards for Continuing Registration.
- 4.4 Understand the legislative responsibilities and duty of care for students enrolled in the VCAL program.

### 5 *Other requirements*

- 5.1 Take on other duties, consistent with the position, as directed by the VCAL & Youth Manager and/or VCAL Coordinator.
- 5.2 Follow individual Workplan requirements.

#### **Important notes**

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the purposes of Wyndham CEC as stated in its Constitution and Mission and Vision statements.

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Staff teaching in Skills First VET Funding Contract must act in accordance with the Statement of Expectations.

Victoria introduced compulsory minimum standards that apply to Wyndham CEC from 1/1/2016 to help protect children from all forms of abuse. The Child Safe Standards form part of the Victorian Government's response to the Betrayal of Trust Inquiry. Wyndham CEC has a commitment to child safety and zero tolerance of child abuse.

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### **Key Selection Criteria**

The person for this position will demonstrate:

1. Demonstrated experience teaching within a VCAL program
2. Independently managing time, prioritising and planning work to meet set timelines, whilst maintaining flexibility. Understanding and applying adult learning principles
3. Understanding and adherence to relevant legislation, government policy and industry requirements including curriculum, AQTF conditions & standards, VRQA and DET guidelines, requirements & minimum standards
4. Understanding of and commitment to working within a community environment to fulfill the purposes of the organisation, which may include working with finite resources
5. Working with young people, disadvantaged learners and learners from CALD backgrounds.
6. Developing effective relationships and networks
7. Enthusiasm and initiative
8. Highly developed communication skills
9. Experience and ability to devise, deliver and document an appropriate program
10. Ability to work as part of a team;

### **Qualifications, Skills & Experience**

Mandatory:

- Certificate IV in Training and Assessment (TAE40116); or Certificate IV in Training and Assessment (TAE40110) including the units TAELLN411 & TAEASS502 or equivalent units.
- Appropriate vocational qualification in relation to course(s) being delivered and assessed.
- Recent and relevant industry experience.
- Current Working with Children Check.

### **Highly Desirable**

1. Demonstrated experience in adult education teaching youth