

# Wyndham Community and Education Centre Inc

## Job Description

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### VET Trainer & Assessor

#### Job Description

#### General Information

Incumbent:	
Classification:	According to Educational Services (Post Secondary Education) Award 2010
Reports to:	VET Coordinator
Duration:	For duration of contract

#### Position objective

Responsible for providing quality training in Vocational Education and Training (VET) Programs within the Training Services Unit.

The VET Trainer & Assessor works with the VET Coordinator, the RTO Manager and a team of trainers to ensure the effective and efficient delivery of the VET Program.

The VET Trainer & Assessor works closely with the VET Coordinator, the RTO Manager, and other trainers to regularly review the performance of the program within the Training Service Unit.

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### Duties & responsibilities

#### 1 *Planning*

- 1.1 Consult with the VET Coordinator/RTO Manager about the aims and content of the program to ensure planning meets regulatory requirements and the requirements of the curriculum.
- 1.2 Attend and participate in VET Trainer & Assessor meetings/information sessions as required.

#### 2 *Represent Wyndham CEC*

- 2.1 Assist the VET Coordinator with the marketing and promotion of VET programs and services, as required.
- 2.2 Represent Wyndham CEC to students and the public in a professional manner.
- 2.3 Support the VET Coordinator to strengthen relationships with registered childcare providers and increase access for student work placements.

#### 3 *Program delivery and expertise*

- 3.1 Maintain teaching resources and other relevant documents related to the training package or program being delivered.
- 3.2 Conduct interviews, including pre-training assessments, and enrolment of prospective students as required.
- 3.3 Induct new students into program.
- 3.4 Deliver and assess VET funded programs within regulatory and funding guidelines and in consultation with the VET Coordinator including.
  - Delivery of programs as per scheduled timetable & contract, and in accordance with rules of training package(s);
  - Student assessment in accordance with rules of training package;
  - Student attendance records (uploaded weekly to SharePoint)
  - Session plans provided to VET Coordinator, as required;
  - Accurate record keeping and assessment to meet requirements of funding and regulatory entities including DET, VRQA and the AQTF;
  - Organise student placements (as required) and maintain placement tracker on SharePoint;
  - Visit and assess students on work placement as required;
  - Work with Compliance & Reporting Team to ensure timely entry of results
  - Conduct program evaluations (student and trainer) as required.
- 3.5 Keep the VET Coordinator informed regarding the program, students and changes to the class delivery program such as excursions, guest speakers and activities.
- 3.6 Attend relevant professional development, validation and moderation as required.
- 3.7 Maintain a Professional Development Activity Log that demonstrates industry currency.

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### 4 Risk and Compliance

- 4.1 Assist the VET Coordinator to meet administrative, compliance and reporting requirements relating to the VRQA regulations, AQTF compliance, VET Funding Contract (Skills First Program) and the relevant Training Package.
- 4.2 Work with the VET Coordinator and other TSU staff as required to review and improve internal systems to ensure that minimal risks occur and compliance is assured.
- 4.3 Ensure compliance with:
- Work Plan
  - Wyndham CEC Codes, Policies and Procedures, which includes, but is not limited to, annually updated and signed:
    - resume
    - staff matrix
    - professional development log
    - job description
  - DET requirements as per VET Funding Contract (Skills First Program)
  - Rules of the relevant curriculum
  - AQTF Essential Conditions and Standards for Continuing Registration.

### 5 Other requirements

- 5.1 Take on other duties, consistent with the position, as directed by the VET Coordinator and/or RTO Manager.

#### **Important notes**

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

Promote the purposes of the Wyndham CEC as stated in its Constitution and Vision and Mission 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 funded programs must act in accordance with the Skills First Quality Charter.

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:

- Independently managing time, prioritising and planning work to meet set timelines, whilst maintaining flexibility. Understanding and applying adult learning principles.
- Understanding and adherence to relevant legislation, government policy and industry requirements including curriculum, AQTF conditions & standards, VRQA and DET guidelines, requirements & minimum standards.
- Understanding of and commitment to working within a community environment to fulfill the purposes of the organisation, which may include working with finite resources.
- Working with young people, disadvantaged learners and learners from CALD backgrounds.
- Developing effective relationships and networks.

### Qualifications, Skills & Experience

Mandatory:

- Certificate IV in Training and Assessment (TAE40116 or TAE40110 with the TAELLN411/401A and TEAASS502/A/B units)
- Appropriate vocational qualification in relation to qualifications and programs being delivered and assessed.
- Recent and relevant industry experience.
- Current Working with Children Clearance.

Desirable

- Driver's License