

Wyndham Community and Education Centre Inc

Job Description

VET Trainer & Assessor

Job Description

General Information

Incumbent:	
Classification:	According to Educational Services (Post Secondary Education) Award 2020
Reports to:	VET Coordinator
Duration:	For duration of contract

Position objective

Responsible for providing quality training and assessment 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 Services 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 (specific programs).

3 *Program delivery and expertise*

- 3.1 Maintain teaching resources and other relevant documents related to the program being delivered.
- 3.2 Support the VET Coordinator to conduct pre-training assessments and the enrolment of students as required.
- 3.3 Induct new students into the program.
- 3.4 Deliver and assess VET programs within regulatory and funding guidelines and in consultation with the VET Coordinator including.
 - delivery of programs as per scheduled timetable & contract;
 - following the Training and Assessment Strategy (TAS) and the rules of relevant training packages;
 - completing student assessment in accordance with rules of training package;
 - maintaining student attendance records (weekly);
 - completing and uploading session plans for the VET Coordinator;
 - maintaining accurate records to meet requirements of funding and regulatory entities including DJSIR, VRQA and VCAA (where applicable);
 - supporting the organising of student placements (as required) and maintaining the placement tracker on SharePoint;
 - visit and assess students on work placement;
 - work with the VET Coordinator and the 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 any/all of the following: VRQA, AQTF, VET Funding Contract (Skills First Program), VCAA 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
- DJSIR requirements as per VET Funding Contract (Skills First Program)
- the relevant curriculum, qualification or training package
- 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.

Have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Staff delivering Skills First funded programs must act in accordance with the Skills First Quality Charter.

Wyndham CEC has a commitment to child safety and zero tolerance of child abuse.

All staff must have a strong understanding of and comply with the new child safe standards that were introduced in Victoria in 2022. Have a strong understanding of MARAM and family violence reforms.

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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 DJSIR 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 and Clearances

Mandatory:

- A Training and Assessment qualification as per VRQA *Guidelines for VET Providers - Guidelines 3.2 & 3.3 and Schedule 1, Item 1*
- Appropriate vocational or tertiary qualification in relation to qualifications being delivered and assessed
- Recent and relevant industry experience
- A current National Police Check
- Current Working with Children Clearance (or VIT registration)

Desirable

- Driver's License