

IMPACT Community Services

Position Description



JOB CODE: 05.001.02
JOB TITLE: Trainer/Assessor
PROGRAM/SECTION: Training Services
REPORTS TO: Training Services Coordinator
AWARD: Educational Services (Post-Secondary Education) Award 2020
CLASSIFICATION: Teachers and tutors/Instructions Level 2 and above
PROBATIONARY PERIOD: 6 months (monthly reviews undertaken during this period)

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Impact Commitment Statement

Our staff will actively contribute to the organisation's vision, mission, values, policies and procedures.

In return, our staff will enjoy making a difference in the community, working within a supportive team, with a strong commitment to learning and development; and appreciate significant employment benefits.

What is our vision?

Improving lives.

What is our mission?

Building a caring and inclusive community through opportunities which empower people, increase individual choice, improve resilience and increase social and economic participation

What are our values?

What do we expect from our staff and what do our clients expect from us?

Build trust in relationships – Cultivate habits that build positive interactions and experiences with others

Empower others – Walk beside someone as they increase their autonomy, self-determination and decision-making capacity

Be compassionate – Strive to show kindness and a willingness to support others both in our organisation and in the communities in which we live

Celebrate uniqueness – Create a place that is built on dignity and respect and where everyone is welcome

Work together – Leverage collective genius to find new ways to think big, experiment and solve shared problems

Create positive impact – Use our commitment and drive to energise, engage and inspire others to achieve our shared vision

Strive for excellence – Pursue continuous growth, high performance and improvement

OVERVIEW:

The Trainer/Assessor will facilitate and deliver training, undertake assessment and support participants to complete training and assisting their transition to employment or further education/training.

IMPACT is a Child Safe Organisation and is committed to the safety and wellbeing of children and young people. All employees of IMPACT must follow the National Principles for Child Safe Organisations and all of IMPACT's internal policies and procedures in relation to safeguarding a child or young person

MAIN DUTIES/RESPONSIBILITIES:

- Deliver accredited and non-accredited training and conduct assessments (including RPL)
- Respond to enquiries, conduct information sessions and interviews, and select suitable students.
- Assist to ensure new students are enrolled and commenced as per contractual and regulatory requirements within their qualification
- Deliver accredited and/or non-accredited training to students using Impact virtual / face to face eLearning system as well as our onsite fully equipped simulated workspace in a manner that makes learning enjoyable.
- Deliver unit content and assess students' formative knowledge prior to commencing assessment.
- Build relationships with organisations to facilitate Vocational Placement for students (where applicable) monitor students in VP.
- Ensure all processes including training, assessment & archiving is conducted according to accredited Training Packages, Standards for RTO's, government and contractual requirements and Impacts procedures to ensure compliance requirements are met.
- Remain current in your specialised industry and aware of new and emerging industry needs.
- Complete data entry as required in online student management system (Wisenet) and also online learning management system (Moodle).
- Provide updates on student information as required to RTO Coordinator, Employment & Training General Manager and/or other relevant stakeholders
- Other duties as required, taking into consideration the experience and qualifications of the staff member and the level of the position, and including assisting with activities which are beneficial to the wider organization. Where Higher Duties apply the relevant Award will be followed.
- Assist in completing: Validation, Training and Assessment Strategies and associated course delivery documentation including scheduling
- Attend meetings and relevant training sessions conducted by IMPACT and externally
- Maintain and track your industry currency and update your Training Profile with Personal Development completed including presenting original certificates / evidence for sighting
- Participate in course and organisational evaluations and complete organisational forms as requested
- Take reasonable care for personal health and safety and that of others in the workplace

CORE COMPETENCIES (QUALIFICATIONS, SKILLS AND EXPERIENCE)

Essential

- Appropriate and current qualifications and experience within the relevant vocational area/s at least to the level being trained and assessed
- Minimum Trainer and Assessor qualification Certificate IV in Training and Assessment (TAE40110 plus additional required units) or higher as per Standards for RTO's 2015
- Possess industry experience/knowledge in training, preferably within an RTO environment
- Demonstrated computer skills with proficient use in Microsoft Office applications
- Ability to quickly acquire skills to deliver in a virtual online face to face delivery model with minimal onsite practical activity learning.
- Demonstrated high level written and verbal communication skills
- Effective team player with highly developed leadership and people skills and the ability to work autonomously
- Ability to effectively work with culturally diverse client groups
- Ability to support individuals to achieve training objectives
- Ability to conduct assessment in a competency-based framework
- Knowledge of training packages from which training is prepared and assessed
- Thorough knowledge and understanding of –
 - Competency based training concepts and principles
 - Recognition processes
 - Assessment standards
 - Training package implementation

Desirable

- Demonstrated knowledge and/or experience in developing learning tools
- Working knowledge of Moodle & MS Teams

LICENSING AND ADMINISTRATIVE REQUIREMENTS

Please note that employment is subject to obtaining/holding all requirements listed below and that failure to comply may lead to termination of employment. These requirements must be maintained throughout the employment period.

- Queensland Driver's Licence / C Class
- This is an NDIS Risk Assessed Role and therefore this position must obtain and hold a Possession of, or willingness to obtain an NDIS Card and Working with Children (Blue Card). There may be a requirement to also obtain a National Police Check (AFP).
- Up to date Covid-19 vaccinations.

IMPACT Community Services Position Description



Acknowledgement

I have received, reviewed and fully understand the position description for Trainer/Assessor – Training Services. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

PRINTED NAME

SIGNATURE

/ /

DATE