

Wyndham Community and Education Centre Inc

Job Description

VET Trainer & Assessor in VCAL

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

The VET Trainer & Assessor works with the VCAL & Youth Manager and/or VCAL Coordinator and a team of teachers & trainers to ensure the effective and efficient delivery of the VET Program within the VCAL.

The VET Trainer & Assessor works closely with the VCAL & Youth Manager and/or VCAL Coordinator and a team of teachers & trainers to regularly review the performance of the program within the VCAL Program in the Training Service Unit.

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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 regulatory requirements and the requirements of the curriculum such as:

- VCAA requirements including course standards, timelines and qualification requirements such as per VCE and VCAL Administrative Handbook.
- VET Training Package
- DET/Skills First requirements.

1.2 Attend and participate in VCAL Teacher/Trainer meetings/information sessions as required

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 Maintain teaching resources and other relevant documents related to the training package or course being delivered.

3.2 Deliver and assess VET funded courses within funding guidelines and in consultation with the VCAL & Youth Manager and/or VCAL Coordinator including.

- Delivery of course as per requirements set out in the VCE and VCAL Administrative Handbook;
- 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 and/or VCAL Coordinator), including meeting the AQTF Essential Conditions and Standards for Continuing Registration.
- Delivery of course(s) as per scheduled timetable & contract, and in accordance with rules of training package(s);
- Student assessment in accordance with rules of training package;
- Session plans provided to the VCAL & Youth Manager and/or VCAL Coordinator, as required;
- Conduct course evaluations (student and teacher) as required.

3.3 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.

3.4 Inform the VCAL & Youth Manager of students requiring follow-up particularly regarding student absences, student well-being & duty of care.

3.5 Attend relevant professional development, validation and moderation as required.

3.6 Maintain a Professional Development Activity Log and Industry Consultation Log that demonstrates industry currency.

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4 *Risk and Compliance*

4.1 Assist the VCAL & Youth Manager and/or VCAL Coordinator to meet administrative, compliance and reporting requirements relating to the VRQA regulations, AQTF compliance, VET Funding Contract (Skills First Program) and others 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, which includes, but is not limited to, annually updated and signed:
 - resume
 - staff matrix
 - professional development log
 - industry consultation log
 - job description
- VCAL Requirements as per VCE and VCAL Administrative Handbook
- DET requirements as per VET Funding Contract (Skills First Program)
- Rules of the relevant curriculum within the training packages
- AQTF Essential Conditions and Standards for Continuing Registration.

4.4 Understand the legislative responsibilities and duty of care for students enrolled in VET within the VCAL program.

5 *Other requirements*

5.1 Follow individual Workplan requirements.

5.2 Take on other duties, consistent with the position, as directed by the VCAL & Youth Manger and/or VCAL Coordinator.

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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, VCE and VCAL Administrative Handbook, AQTF conditions & standards, VRQA and DET guidelines, requirements & minimum standards;
- Understanding that Recognition of a nationally recognised Vocational Education and Training (VET) within the VCAL ensures that students who complete all or part of a nationally recognised VET qualification may receive credit towards satisfactory completion of the VCAL;
- 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, including those who are disadvantaged learners and learners from CALD backgrounds;
- Highly developed communication skills;
- Ability to work as part of a team;
- Developing effective relationships and networks.

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/VIT registration.

Highly Desirable

- Experience delivering VET to Youth.

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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 VTG funded courses 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.