

Duty Statement - Vocational Education and Training (VET) Trainers and Assessors

Reports to: Vocational Education and Training (VET) Coordinator
Accountable to: The Chief Executive Officer

Summary Statement

Train and assess accredited vocational education and training (VET) according to nationally recognised standards.

Duties and Responsibilities

Accredited vocational education and training (VET) program delivery

- Liaise with the VET Coordinator to confirm currency and accuracy of details of courses, materials and resources
- Delivery of training and facilitation of College training programs, as agreed with the CEO, should be in accordance with delivery requirements and training resources, incorporating adult learning principles and ensuring quality training and assessment, complying with the requirements of nationally endorsed Training Packages within scope of registration and the National VET Regulator (NVR) Standards for Registered Training Organisations (RTOs)
- Ensure training programs commence on time with morning tea, afternoon tea and lunch breaks not exceeding the allotted times
- Actively promote equal access and in particular, invite participants at the commencement of each training course to register any special requirements they may have, especially in relation to physical impairments, learning disabilities or English language difficulties
- Convey explicitly to participants at the commencement of each training course:
 - the housekeeping and safety arrangements
 - Including emergency evacuation and assembly area
 - Ensure these arrangements are adhered to by the students
 - Ensure the class roll must be taken with you during any venue evacuation or drill to account for all students
- Ensure training is delivered in a safe manner at all times, including operating equipment safely and in accordance with operating instructions
- Report any health or safety hazards (including faulty equipment) immediately to the Coordinator or supervisor.
- Report any accidents, injuries or dangerous incidents immediately to the immediate supervisor or manager available and submit an Incident Report Form when appropriate (forms available at www.tlkcc.com.au/forms).

Records

- Complete all relevant paperwork and documentation for each training program conducted, in accordance with College requirements including the return of class rolls on completion of the course or program.

Evaluation of Products and Services

- Request students complete course evaluation sheets at the conclusion of each course

- Collect evaluation forms and return them together with any completed assessment documentation, to the VET Coordinator immediately following the conclusion of each course
- Complete a Trainer Course Evaluation form, providing feedback on effectiveness of the training program and return this to the VET Coordinator immediately following the conclusion of each course
- Advise the VET Coordinator of any negative feedback from students regarding services or facilities and in particular complaints, grievances or appeals.

Assessments

- Explain fully to students the requirements for course assessments:
 - Emphasise the importance of returning completed assignments by the due date
 - Advise students of the given time frame for the submission of assignments
- Undertake assessments in accordance with policies and procedures, completing all necessary documentation as required by the College
- Participate in validation and moderation meetings convened to review assessment processes, tools evidence and assessment decisions.

External Venues

- Undertake training and assessment at other venues, for example external training centres or workplaces, as agreed with the VET Coordinator
- Report regularly to the VET Coordinator advising of venue matters and training status
- Liaise with venue staff to confirm numbers, room layout and other requirements.

Other Duties

- Participate in meetings of the College to discuss training and assessment matters or review new and existing training resources
- Answer queries from College students and clients on professional development services and action associated requests for information
- Actively undertake professional development to maintain currency of skills and knowledge with respect to the VET system, particularly the Australian Quality Training Framework (AQTF) and Training Packages within the College's scope of registration, including any workshops arranged by the College for the professional development of the College's staff/employees
- Provide feedback to the VET Coordinator regarding any concerns regarding particular course students, a course itself, premises, facilities, or any other aspect perceived to have a negative effect on the staff, premises, students or clients of the College
- Convey to the VET Coordinator or the Business Manager of the College any prospective business opportunities, arising from or during the facilitation of the course or at any other time
- All of the above service requirements are carried out in accordance with the needs of the client and are consistent with relevant legislation and the College policies, practices and procedures.

Essential Criteria

- Certificate IV in Training and Assessment
- Highly proficient trainer and facilitator of adult learning and assessment
- Well-developed communication and interpersonal skills with an ability to foster positive relations and favourably influence outcomes
- Experience in program assessment and evaluation

- Highly motivated, resourceful, able to work autonomously, and as an integral member of a professional team
- Leadership skills including a capacity and commitment to operate in accordance with the College's values and Equal Employment Opportunity principles and practices
- Experience and knowledge in relevant training package demonstrated by vocational qualifications or competency
- Meets the trainer and assessor requirements of specified Training Packages and qualifications.

Desirable Criteria

- Sound knowledge and experience with the VET system [including Australian Quality Framework (AQF) and National VET Regulator (NVR) Standards for RTOs] in Australia
- Computer literate and proficient with MS PowerPoint presentation software and data projection equipment.