IMPACT Community Services
Position Description

JOB CODE: 05.001.02
JOB TITLE: Trainer/Assessor
PROGRAM/SECTION: Training Services
REPORTS TO: Training Services Manager
AWARD: Labour Market Assistance Industry Award 2010
CLASSIFICATION: Training and Placement Officer Grade 2
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.

Who are we?	As a charitable organisation, we support people who may be experiencing disadvantage, poverty or exclusion from community, social and employment networks. Through our programs and services, we assist individuals and families build resilience and reconnect with the community in a positive way to realise an improved quality of life.
What is our vision?	To lead the community in pioneering improved life opportunities
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?	**Trust** we are honest, accountable to our community and transparent in our actions **Empowerment** in every endeavour we strive to support people to achieve their goals, own their actions and make sustained change in their lives according to what they want **Relevance** we serve our community's needs through a contemporary individual choice based approach to community service **Compassion** we are caring and understanding in our support of people in our community **Inclusiveness** we believe that diversity in our community makes us stronger and provide equal opportunity to all

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OVERVIEW:

The role of the Trainer/Assessor is to assist the organisation to meet the outcomes of expected training and assessment contracts through the delivery of accredited and non-accredited training across various vocational areas relevant to the skills development needs of industry. The Trainer/Assessor will facilitate and deliver training, undertake assessment and support participants to complete training and transition to employment or further education/training.

MAIN DUTIES/RESPONSIBILITIES:

Deliver accredited and non-accredited training and conduct assessments (including RPL)

- Conduct interviews, information and enrolment sessions for the recruitment and selection of participants for courses as required
- 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
- Organise, facilitate and monitor Vocational Placement for students (where applicable)
- Assess students' competence, including identifying and undertaking RPL assessment
- Ensure all assessment material meets regulatory requirements and is completed and signed by all relevant parties when an assessment takes place
- Ensure training and assessment delivered is conducted according to accredited Training Packages, Standards for Registered Training Organisation, Australian Skills Quality Authority and other regulatory and contractual requirements
- Ensure student progress is regularly monitored
- Provide Reasonable Adjustment and seek additional or alternative support where necessary to assist students to complete their training
- Liaise with businesses and other stakeholders to ensure training and assessment meets industry, employer and student needs
- Ensure student and course records are maintained, and that all appropriate documentation is stored / forwarded within set timeframes
- Participate in, and contribute to, the development and review of appropriate learning and assessment tools
- Provide updates on student information as required to Coordinator, Training Services and/or Training Services 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 with the development of courses

- Validate Training and Assessment Strategies and associated course delivery documentation including scheduling
- Participate in, and contribute to the continuous improvement of courses
- Ensure evaluations are completed for all training services delivered in line with compliance requirements and forwarded to the Training Services Manager

Maintain accurate and detailed records

- Ensure all records are organised, detailed and accurate

- Maintain all records to ensure compliance requirements are met
- Maintain records of participant attendance and ensure all relevant procedures are adhered to
- Deliver documentation to the appropriate personnel within required timeframes

Promotion and expansion of IMPACT's services

- Attend relevant networking opportunities to build and maintain strong linkages within relevant industries
- Promote all relevant IMPACT services to industry
- As appropriate, liaise with local employers and industry bodies to keep up to date with industry standards, regulations and developments
- Identify and liaise with other IMPACT staff and stakeholders regarding potential employment opportunities for course participants

Continually update knowledge and skills in the vocational area/s and in training and assessing

- Attend relevant training and information events as required
- Attend meetings and relevant information sessions conducted by IMPACT
- Maintain industry currency and update Training Profile accordingly
- Notify of any Personal Development completed including presenting original certificates / evidence for sighting
- Participate in organisational evaluations and complete organisational forms as requested

Work Health & Safety

- 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
- 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

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
- Possession of, or willingness to obtain, Prescribed Notice (Yellow Card), Working with Children (Blue Card), National Police Check (AFP).

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