

Position Title: Trainer / Assessor
Position Number:
Position Location: Various
Position Reports To: Training Operations Coordinator/ Business Manager - Training

Position Control:

Date	Description
01/07/10	Review date

As a Joblink Plus employee it is imperative that you demonstrate empathy for people from diverse and disadvantaged backgrounds.

Purpose of the work unit:

The Joblink Plus Training business provides personalised and customised training and learning opportunities for jobseekers and commercial clients.

Purpose of the position:

This role exists to deliver accredited training and assessment services to Joblink Plus clients with the aim of ensuring Joblink Plus provides quality outcomes in vocational training and education.

Position Duties and Responsibilities:

1. Gain an appropriate working knowledge of Joblink Plus systems and processes so as to proactively complete your role
2. Take responsibility for the delivery of allocated course activities and sessions and engage participants in quality training activities
3. Utilise best practice adult learning principles and Joblink Plus learning and assessment procedures
4. Prepare for each training session ensuring sufficient and appropriate training materials and resources are available.
5. Gather feedback, evaluate sessions and review for quality and continuous improvement in line with AQTF 2007 requirements.
6. Complete all administrative requirements in line with the AQTF 2007 and Joblink Plus policies and procedures.
7. Ensure all activities are conducted within allocated discretionary budgets and obtain appropriate level of approval for any potential budget breaches.
8. Conduct your duties following Joblink Plus policies, procedures and guidelines.
9. Demonstrate your understanding of Joblink Plus Vision, Mission and Values by your actions and behaviour.
10. Complete other duties as identified and directed by your manager.

Position has the following direct reports: None

Position delegation:

Decision Making – Appropriate client management, advice and support
Financial – As per Joblink Plus policy and delegated authority

Position Key Relationships with Stakeholders:

Internal – Joblink Plus Training work unit, Operational work unit, Course participants

External – Clients/Jobseekers, Employers, Training Organisations and others.

Position Competencies:

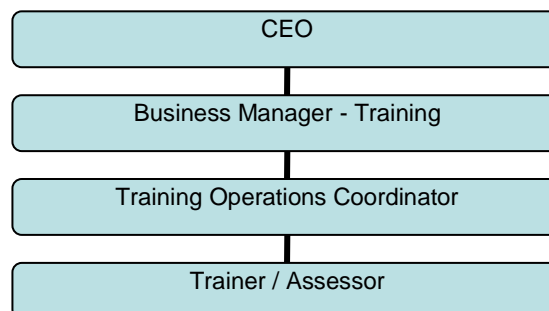
Essential –

- Certificate IV TAA or Certificate IV in Workplace Training and Assessment.
- Minimum 5 years relevant industry experience.
- Suitable industry qualifications.
- Experience in the facilitation of training and assessment and a strong understanding of VET techniques and methodology.
- Demonstrated excellent communication, interpersonal and presentation skills.
- Demonstrated sound judgement and decision making skills.
- Demonstrated time management skills to effectively prioritise and work to deadlines.
- Ability to multitask within a complex environment and remain focused on outcomes.
- Demonstrated proficiency with computers (including MS Suite)
- Demonstrated understanding of privacy principles
- Proven ability to understand and communicate OH&S principals.

Desirable -

- Previous experience in VET sector and AQTF 2007 compliance requirements
- Demonstrated knowledge of local demographic, industry and employment trends.

Organisational Structure



Acknowledgement:

I acknowledge that I have read and discussed this position description and understand my role, duties and responsibilities.

Employee Name

Signed

Dated

Position Selection Criteria for response:

1. Qualifications in Certificate IV TAA or Certificate IV Training and Assessment
2. Demonstrated training facilitation and assessment experience in an adult learning environment.
3. Demonstrated excellent communication, interpersonal and presentation skills.
4. Demonstrated sound judgement and decision making skills.
5. Demonstrated time management skills to effectively prioritise and work to deadlines.
6. Demonstrated training evaluation, methodology and analysis.
7. Demonstrated keyboard skills and proficiency with computers (including MS Suite).