POSITION DESCRIPTION

general information

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Offsite Trainer – Cert I, II &amp; III in Horticulture &amp; / or Construction</th>
<th>Employee’s Name:</th>
<th>vacant</th>
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</thead>
<tbody>
<tr>
<td>Manager’s Title:</td>
<td>Education &amp; Training Manager</td>
<td>Manager’s Name:</td>
<td>Silvy Sanzari</td>
</tr>
<tr>
<td>Date prepared:</td>
<td>Updated February 2016</td>
<td>Approved by:</td>
<td>Doug Milera</td>
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job purpose / accountability objective:

The aim of this position is to develop, deliver and assess accredited Vocational Education and Training in accordance with the National Vocational Education and Training Regulator Act 2011, the National Vet Regulator (NVR) currently Australian Skills Quality Authority (ASQA), AHC10 and CPC08, and all education and contractual requirements in accordance with Tauondi College policies and procedures. Provide a culturally appropriate learning environment which embraces a variety of teaching and learning methods to accommodate individual needs and learning styles. The main principles in learning/training should connect – practical, realistic, inspirational, meaningful and engaging (PRIME).

job requirements:

<table>
<thead>
<tr>
<th>Key Accountabilities</th>
<th>Key Outcomes</th>
<th>Indicators of Effectiveness</th>
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<tbody>
<tr>
<td>Culture and Conduct</td>
<td>• Adhere and promote Tauondi College Values and Code of Conduct.</td>
<td>• Stakeholders rate their experience to our values.</td>
</tr>
<tr>
<td>Development and Delivery of Training and Assessing</td>
<td>In accordance with NVR and AHC10 &amp; CPC08 Training Package, using flexible and innovative learning and assessment procedures: • Develop all accredited course related materials including timetables, training plan, course outline, assessment methods, training &amp; assessment strategy; • Develop and deliver training in a PRIME environment. • Deliver course information including content and vocational outcomes.</td>
<td>• Compliance standards are met. • Students are achieving competency in units.</td>
</tr>
<tr>
<td>Student Training Plans</td>
<td>• Identify, negotiate, plan and implement appropriate training plans to meet the needs of each student.</td>
<td>• Students have access to industry workplace training, employment and further education.</td>
</tr>
<tr>
<td>Recognition of Prior Learning</td>
<td>• Undertake all aspects of RPL assessment and national recognition to students on enrolment.</td>
<td>• Students receive appropriate recognition for relevant previous learning.</td>
</tr>
<tr>
<td>Reporting</td>
<td>• Produce to required deadlines, all documentation in accordance with NVR, funding arrangements and as requested by Education &amp; Training Manager.</td>
<td>• Reporting produced to quality and timeframe.</td>
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**POSITION DESCRIPTION**

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<tr>
<th>KEY ACCOUNTABILITIES</th>
<th>KEY OUTCOMES</th>
<th>INDICATORS OF EFFECTIVENESS</th>
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<td>Networking with Industry / Enterprise</td>
<td>• Establish and maintain networks with industry, enterprises and other VET bodies to validate training &amp; assessment strategies specific to the course being delivered and assessed.</td>
<td>• Course is relevant for employment opportunities or further education. • Validation from industry.</td>
</tr>
<tr>
<td>Continuous Improvement</td>
<td>• Identify and implement initiatives within NVR.</td>
<td>• Improved quality, performance and compliance of the College and the individual.</td>
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<tr>
<td>Professional Development</td>
<td>• Continue to update and apply personal currency of relevant industry skills and knowledge. • Continue to update and apply personal currency of vocational education and training skills and knowledge. • A high level of cultural competence.</td>
<td>• Participation in 5 days industry placement, meeting NVR requirement • Improved application of vocational education, training skills and knowledge.</td>
</tr>
<tr>
<td>Other duties as directed</td>
<td>• To perform all other reasonable duties and comply with reasonable instructions issued based on skills and capability</td>
<td></td>
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</tbody>
</table>

The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer from time to time following agreement with the Employee.

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**ORGANISATION RELATIONSHTIPS:**

```
  Executive Director
    / \           / \           / \                      
  Education & Training Manager  Finance & Operations Manager  Business Development & IT Manager
                             /                     /                     /                     
                             Education & Training Manager  Finance & Operations Manager  Business Development & IT Manager
```

**SIGNIFICANT WORKING RELATIONSHIP:**

| Internal: | • Reporting to Education & Training Manager, Trainers, Students |
| External: | • RTOs, Industry Skills Council, Industry and Enterprises |

**KEY CHALLENGES:**

- Continuous enrolment of students.
- Mixed certificate levels to train and assess.
- Student attendance.
- Student personal and cultural factors impacting on delivery and assessment.
**ADDITIONAL INFORMATION (Optional):**

- Working to tight and inflexible deadlines during key periods
- Provide after hours work for any urgent activities in response to training, assessing and RTO compliance.
- Overnight intra and/or interstate travel may be required.
- On site work may be required.
- Participate in College events and activities.

**AUTHORITY LEVELS:** NIL

**JOB REQUIRED CAPABILITIES:**

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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| **Technical Skills**  
What technical skills does the incumbent need to produce the outputs required for the job? | - High level oral and written communication and interpersonal skills.  
- Polished presentation skills.  
- Ability to communicate effectively with Aboriginal and Torres Strait Islander people.  
- Competent in Microsoft Office suite of products. |  |
| **Scheduling Skills**  
What skills does the incumbent require in this job to plan, prioritise, monitor and assign tasks? | - Excellent time management, ability to determine priorities, successfully manage simultaneous and competing projects to meet internal and external deadlines.  
- Excellent organisational skills. |  |
| **People Skills – Individual**  
What skills does the incumbent require in this job to positively influence the behaviour of others? | Demonstrated and proven:  
- Can work autonomously, and also a strong team player.  
- Can demonstrate use of initiative, creativity and integrity.  
- Can recognise when appropriate change is needed and be proactive in fostering that change.  
- Able to motivate others with particular regard to building confidence and self esteem.  
- Excellent interpersonal skills, demonstrated ability to interact professionally with diverse people.  
- Ability to support, empower and skill others.  
- Ability and skills in problem solving. |  |
| **Knowledge**  
What specific knowledge fields are required of the incumbent in this job? | - Solid understanding of Aboriginal and Torres Strait Islander cultures, protocols, practices and communities.  
- Effect of colonial and post colonial history on Aboriginal and Torres Strait Islander people.  
- Understanding of Vocational Education and Training (VET).  
- Comprehensive understanding of NVR and compliance requirements. |  |
### REQUIREMENTS:

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| • Understanding of Australian Qualification Framework (AQF).  
  • Understanding of the AHC10 and/or CPC08 training package.  
  • Solid understanding of the Horticulture and / or Construction industry and its requirements. | • Experience with teaching Aboriginal and Torres Strait Islander people.  
  • Experience in delivering Horticulture units |

#### Experience

**What is the scope of work experiences the incumbent ideally should have gained – include environment, timeframe and context.**

- 3+ years relevant and current experience where there has been an ability to develop a range of skills in a commercial environment.
- Demonstrated experience in VET training and assessing.

#### Behaviour

**Describe the behaviour preferences and traits required of the incumbent.**

- Ethical and professional approach to employment.
- Able to provide leadership and role modelling.
- Need to be highly motivated and the ability to work effectively in a team environment and with an Aboriginal organisation.
- Attention to detail.
- Ability to maintain confidentiality.

#### Education/Qualifications/Tickets/Licences:

**What specific qualifications, accreditations, m’ships are required?**

- Cert IV in Training and Assessment (TAE 40110)
- Cert III in Horticulture. Or Cert II in Construction
- Current National Criminal History Record Check (or prepared to obtain).
- Childsafe Environments Certificate (or prepared to obtain).
- Current driver’s licence.

- Diploma in Training and Assessment.
- Cert IV in Horticulture