

# Trainer – Foundation Skills



## Position description

<b>Responsible to:</b>	<b>RTO Operations Manager</b>
<b>Division:</b>	<b>Registered Training Organisation, Access Skills Training</b>
<b>Status:</b>	<b>Part time (8 hours per week) Mildura</b>

**Scheduled working days and hours:** Days to be confirmed

*Classroom based training 3hours, 1 day per week with on the job training for 3hours per week.*

## Organisation overview

Formed in 1992 following the amalgamation of three smaller community employment organisations, and then expanded with the merger of Continuing Education Bendigo in 2014 and Our Shed in 2015, Access Australia Group (AAG) has grown to what is today a large and diverse not-for-profit, community based organisation. AAG is a registered public benevolent institution. As an internationally accredited organisation, the continuing focus of operations is to provide superior customer service and be an employer of choice. AAG operates five key divisions undertaking a range of operations:

- **Employment Services**
- **Registered Training Organisation, Access Skills Training**
- **Social Enterprises including PepperGreen Farm and PepperGreen Farm Catering**
- **Social Inclusion including Access Creative Studios**
- **Corporate Services.**

### **Board of Directors**

A board of voluntary directors governs AAG. Each member of the Board of Directors (Board) contributes a particular expertise to AAG in its mission of providing opportunities for people. All directors work in conjunction with the Chief Executive Officer (CEO), who has overall responsibility for implementing the policy and strategic direction of the Board.

## Mission

To enable people with disadvantage or disability to enhance their life outcomes through open employment, training and other opportunities

## Values

- **Quality Service and Best Practice**  
*We work with passion and commitment to continuously improve our performance.*
- **Diversity**  
*We value and support diversity, believing that every person has a right to be involved in their community*
- **Accountability**  
*We empower individuals to take responsibility for their actions*
- **Innovation**  
*We embrace a dynamic, creative and flexible environment*

- **Collaboration**

*We seek value through internal and external partnerships*

## Division Information

Access Skills Training is the Registered Training Organisation of Access Australia Group. With our Head Office in Bendigo we deliver training of Foundation Skills both regionally and in Melbourne.

## Responsibilities and duties: Trainer – Foundation Skills

### Major Function and Purpose

This role is to provide quality accredited training and competency-based assessment to students studying Foundation Skills course. Provide excellence in VET practices and meet all relevant legislative and regulatory requirements. This position will be a combination of classroom-based delivery and on the job training. Training within Mildura, Victoria.

### Main Function

- Follow endorsed AST Quality procedures for teaching responsibilities
- Carry out role in accordance with current year Business Rules
- Deliver required training according to AST policies and standards and as determined from time to time by the Team Leader
- Prepare session plans / teaching notes, handouts, examples of activities, assessment tools and tasks in line with the relevant training package or accredited requirements, in compliance with AST Policies/Procedures or other relevant regulatory requirements.
- Record student's attendance on approved AST attendance roll
- Complete student assessments and submit learner results for entry in AST's Student Management System (aXcelerate), in line with AST processes
- Consult with AST supervisor if you are unsure of the correct processes
- Complete all documentation for the course and have available for archiving as directed
- Liaise with the AST support staff as appropriate.
- Implement Learner Satisfaction / Feedback Surveys at mid-year and end of year of the course
- Participate in moderation / validation process as directed by supervisor
- Optimise the use of technology to enhance the quality of delivery and assessment for learners
- Support students undertaking work placement and complete work place assessment as required (where applicable)
- Assist with the recruitment and entry processes of students
- Identify and promote networking opportunities with industry and business
- Attendance at staff/trainer meetings
- Attendance at internal staff professional development activities
- Participation in external meetings and promotions as directed
- Undertake Professional Development to ensure currency of own industry and educational skills, knowledge and experience

### Best practice

- Become familiar with, and abide by all Access Australia Group, AST policies and procedures including compliance with quality assurance policies systems, procedures and work instructions.
- Assist in the development and implementation of policies and procedures to enhance effective and efficient management processes and practices within AST.
- Ensure that Occupational Health and Safety guidelines are observed, implemented and improved
- Comply with all relevant legislation and/or by-laws that relate to all AAG and AST activities

## Health and Safety in the Workplace

Staff employed by AAG are expected to participate in Occupational Health and Safety (OHS) by:

- Adhering to AAG's policies and procedures in relation to OHS.
- Taking reasonable care to ensure that your own health and safety along with that of others is abided to as per the *OHS Act 2004*.
- Participating in the development of a safe and healthy workplace and adhering to safe work practices.
- Reporting any injuries, hazards or illnesses where practical, immediately to your supervisor or OHS representative.
- Not placing others at risk by any act or omission and not wilfully or recklessly interfering with safety equipment.

## Disability Worker Exclusion Scheme Check

As per the *Disability Act 2006*, staff of AAG are required to partake in a screening check against a Disability Worker Exclusion List which is operated by the Department of Health and Human Services before commencing employment. This check is designed to protect the safety and wellbeing of clients living with a disability and to exclude people who pose a threat from working in the disability service. Staff will have their status checked via submission of consent form to AAG along with a copy of current photo ID.

## Working with Children Check (WWCC)

Under the *Child Wellbeing and Safety Act 2005*, AAG is mandated by the Department of Health and Human Services to be compliant with the child safe standards that:

- Promotes the safety of children
- Prevents child abuse
- Ensures effective processes are in place to respond to and report allegations of child abuse
- Encourages children to "have a say", especially on issues that are important to them or about decisions that affect their lives.

As an element of these standards is safety screening, all staff of AAG are required to hold an employee Victorian Working with Children Check card or a current Victorian Institute of Teaching (VIT) registration card.

## Police Check

All AAG staff are required to undertake a police check prior to commencing employment. If an employee can produce evidence of a police check that is not more than 3 months old, they will not be required to undertake another check.

## Probationary Period

The probationary period for staff employed by AAG is 6 months. During this time, AAG or the employee can terminate employment for any reason. The purpose of this probationary period is for both parties to decide whether the employee is suitable for the position and / or the organisation.

## Equal Opportunity

AAG is committed to providing an environment that is free of discrimination. All staff are entitled to access employment, promotion, training, transfers, and benefits on the basis of merit and will be assessed on the basis of their skills, qualifications, abilities, prior work performance and aptitudes.

## Inclusion

Access Australia Group strongly encourages Aboriginal, Culturally Diverse community members and people with disability to apply for this position.

## Signatures

Name: .....

Signature: .....

Date: / /

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Chief Executive Officer

Date: / /

## Key selection criteria

### Essential

- Carry out role in accordance with responsibilities and duties of position description
- Certificate IV in Training and Assessment (TAE40116 / TAE40110)
- Relevant and current training experience
- Demonstrated verbal and written communication skills
- Demonstrated ability to meet deadlines and prioritise workload
- Demonstrated organisational and problem-solving skills
- Demonstrated ability to work individually and as an effective team member
- Current Driver's licence
- Working knowledge of ASQA Standards for RTO's 2015 v2
- Understanding of Skills First contract requirements and obligations

### Desirable

- Tertiary Teaching Qualification
- Experience training in Foundation Skills & Vocational in Horticulture
- Working with people with intellectual disability

**Successful applicants will be subject to a Police Check, Working with Children's Check, a Disability Workers Exclusion List check and an Employment History Check**

**Applicants must address the key selection criteria in their application**

## Salary and conditions of employment

AAG developed an Enterprise Agreement, which took effect in 2016 and governs employment and related conditions.

Pay Range: Part time Class 3B Band 1 - 7 \$51,071 - \$63,355 pro-rata, plus superannuation and leave loading, commensurate with skills, experience and qualification. Attractive salary packaging benefits may be available. *(All applicants are encouraged to obtain their own independent financial advice).*

## Application submission

<b>Address applications to:</b> Access Australia Group PO Box 276 Bendigo VIC 3552	<b>Or deliver in person to:</b> 18-20 St Andrews Avenue Bendigo VIC 3550 <b>Or via email to:</b> Julie.eastwood@ast.org.au
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Applicants may visit the AAG web site at: [www.aag.org.au](http://www.aag.org.au)

*Access Australia Group operates under an Equal Opportunity Policy and Occupational Health and Safety Policy and in accordance with current legislation. We encourage people from different backgrounds to apply for positions within our business, including Aboriginal and Torres Strait Islander peoples, people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disabilities.*