

Trainer - Foundation Skills



Position Description

Responsible To:	Registered Training Organisation Operations Manager
Division:	Registered Training Organisation - Access Skills Training
Location:	Warracknabeal
Status:	Fixed term to 31 December 2020
Working Days and Hours:	Friday - 15.2 hours per fortnight
Award:	Access Australia Group Limited Enterprise Agreement
Classification:	Class 3B Band 1 to Band 7 commensurate with skills, experience and qualifications (\$51,071 - \$63,355 pro rata, plus superannuation and leave loading) <i>All applicants are encouraged to obtain their own independent financial advice.</i>

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 (AST) is the Registered Training Organisation of Access Australia Group. The Head Office is located in Bendigo and delivery of Foundation Skills training is provided both regionally and in Melbourne.

Responsibilities and duties:

Major Function and Purpose

The primary function of this role is to develop, prepare, deliver, assess and evaluate qualifications to ensure quality training and assessment whilst ensuring that contractual and compliance requirements for the delivery of programs are met in accordance with Australia Qualification Training Framework, Standards for Registered Training Organisations 2015 and funding bodies.

Main Function

- Adhere to endorsed AAG quality procedures for teaching responsibilities.
- Undertake role in accordance with current year Business Rules.
- Deliver training according to AAG policies and standards.
- Ensure all training resources are current and are compliant with the Standards for Registered Training Organisations 2015, Australian Quality Training Framework and funding bodies.
- Deliver structured, flexible, relevant and interesting training sessions and assist all learners regardless of level to achieve their training goal.
- Use teaching and assessment strategies that are fair, valid, current and sufficient.
- Record student attendance on approved AST attendance roll.
- Complete student assessments and submit learner results for entry in AST's Student Management System (aXcelerate) in accordance with AST processes.
- Complete and maintain all training records accurately, document assessment results and have available for archiving as directed.
- Evaluate the effectiveness of training and assessment activities by the implementation of learner Satisfaction/Feedback Surveys at mid-year, end of year and at cessation of course.
- Participate in and contribute to moderation and validation process as directed.
- Participate in internal and external audits as per AAG policies and procedures and undertake follow up actions as required.
- Keep abreast of rules, regulations and accreditation procedures for the relevant industry.
- Maintain currency of qualifications and relevant industry experience.
- Optimise the use of technology to enhance the quality of delivery and assessment for learners.

- Support students undertaking work placement and complete workplace assessments as required.
- Assist with the recruitment and entry processes of students.
- Liaise, consult and work with industry and employers to establish current trends and market needs.
- Actively participate in Staff/Trainer meetings.
- Proactively network/liaise with colleagues.
- Participate in external meetings and promotions as directed.
- Attend internal staff professional development activities.
- Contribute to the achievement of goals as outlined in the Strategic Plan and the overall objectives of Access Australia Group.
- Participate in staff appraisal and professional development reviews.

Best Practice

- Ensure adherence to Access Australia Group and Access Skills Training policies and procedures and all relevant government legislation and standards including compliance with quality assurance policy systems, procedures, work instructions and NDIS Quality and Safeguards Framework.
- Assist in the development and implementation of policies and procedures to enhance the effective and efficient management processes and practices with AST.
- Ensure risk mitigation and quality improvement practices are in place.
- Contribute to the work environment and ensure Occupational Health and Safety guidelines are observed, implemented and improved.
- Ensure compliance with regulations, policies and procedures and key performance indicators.

Annual Leave

Staff may be required to take leave during school holidays or other scheduled course breaks where these form part of the Training Strategy. This will be reflected in the Course Delivery Plan and leave may be taken as accrued leave or unpaid leave.

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

Review Due: 04/08/2021

[Q:\Human Resources\Forms\Position Description Template - Full Time and Part Time.docx](#)

This document is uncontrolled when printed | Issue 16 | Approved *CEM*

3
QF4-019.2

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 proof of identity documents including a current photo identification.

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.

An element of these standards is safety screening and therefore all AAG staff 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.

Probationary Period

The probationary period for staff employed by AAG is six 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 based on 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

Staff Member Name	
Staff Member Signature	
Date	
Chief Executive Officer	Liz March
Chief Executive Officer Signature	
Date	

Key Selection Criteria

Essential

- Current TAE 40116 Certificate IV in Training and Assessment OR TAE40110 Certificate IV in Training and Assessment plus additional units as required by the Australian Skills Quality Authority (ASQA).
- Vocational qualification and experience in working with people with a disability.
- Demonstrated relevant and current training experience.
- Engaging presentation and a high level of interpersonal, written and verbal communication skills including the ability to resolve conflict situations.
- Strong organisational and problem-solving skills with demonstrated ability to work independently to organise and prioritise workload, handle multiple competing tasks and work efficiently and effectively to timelines.
- Demonstrated ability to work individually or as an effective team member.
- Current Driver Licence.
- Sound working knowledge of Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations 2015.
- Understanding of Skills First contract requirement and obligations.
- Ability to demonstrate Access Australia Groups values

Desirable

- Tertiary Teacher qualification.
- Experience in training Foundation Skills.

Applicants must address the key selection criteria in their application.

Application Submission

Address applications to: <i>Human Resources Access Australia Group PO Box 276 Bendigo VIC 3552</i>	Or deliver in person to: <i>18-20 St Andrews Avenue Bendigo VIC 3550 Or via email to: recruitment@aag.org.au</i>
--	--

Applicants may visit the AAG web site at: 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.