

Position Description – Vocational Trainer and Assessor	
<b>Organisation</b>	WEA Illawarra (RTO 90297)
<b>Hours of Work</b>	As required
<b>Employment Status</b>	Casual/ Sessional
<b>Employment Type</b>	Temporary
<b>Location</b>	Head Office – Wollongong, with possible travel across Illawarra, Shoalhaven and Southern Highlands areas
<b>Reporting Line</b>	Manager Vocational Students and Training
<b>Industrial Instrument</b>	WEA Illawarra Enterprise Agreement 2019
<b>Classification</b>	Schedule A – Level 4 - 10 (Subject to Skills, Qualifications and Experience)
<b>Total Hourly Rate</b>	\$59.19 per hour – \$73.68 per hour (inclusive of Casual Loading)
<b>Date of Approval</b>	February 2024

## WEA Illawarra Vision

Connected and thriving communities of lifelong learners.

## Purpose

Empowerment through learner-centred education and training.

## Values

**INTEGRITY** - holding the highest standards and expectations for ourselves, our students and for the services we provide, being trustworthy, doing what we say we'll do, acting ethically as individuals and an organisation.

**INCLUSION** - our programs are purposely designed to include those that might otherwise be excluded from other education and training settings, valuing diversity and ensuring our workplace and programs are accessible, create a sense of belonging and connection for all.

**COLLABORATION** - recognising that we can't achieve our vision and fulfil our purpose without working alongside others, including our students. Understanding that the collective can come up with better solutions than individuals.

**INNOVATION** - we don't just want to keep doing what's always been done before, we look at problems from different angles and find new ways to provide services, to help, to support, and we aspire to be at the forefront of positive change.

## Key Objectives of the Position

The Vocational Trainer and Assessor role is to engage with a diverse range of community members to deliver and assess accredited and pathways training:

- support their learning, social inclusion, skills development and employability training needs;

- connect them with additional training support where required and ensure learning environments are welcoming, accessible, culturally and psychologically safe;
- support them to make progress, complete their training programs and identify further learning options.

Critical to the achievement of these objectives is identifying, developing and supporting students to achieve their goals. These goals will vary but may include language, literacy, numeracy and digital skills to improve general life skills or enable progression to further training and or employment.

## Personal Attributes

- Be an innovative self-starter who willingly participates in growth, development and evaluation processes, to meet the changing needs of your position, career and industry.
- Excellent interpersonal, problem-solving, and negotiation skills.
- Ability to build relationships and communicate effectively with colleagues, students and their supporters.
- Ability and desire to work collaboratively with others as well as work independently.
- Enthusiasm, adaptability, flexibility and ability to use initiative.
- Emotional resilience and ability to foster positive attitudes in an environment of continuous change.
- Respect for diversity with inclusive and culturally safe practice.
- Ability to exercise sensitivity, discretion and manage confidential information.
- Proficient with technology, including using a personal computer and MS Office programs, Internet, e-mail, iPads, learner management systems/databases and other technology for administrative purposes.

## Key Responsibilities

The role of the Vocational Trainer and Assessor at WEA Illawarra will be to deliver the organisation's educational programs and services to the local community and increase the successful completion of students training programs in line with their identified goals. Responsibilities include:

### Training Delivery and Assessment

The Vocational Trainer and Assessor will deliver engaging and effective training sessions to ensure successful completion of assessments by students. This will include:

- providing support to students in the form of mentoring, coaching and guidance, as well as connecting students with resources to help them succeed in their educational goals.
- working with WEA Illawarra staff to create suitable learning programs, including completion of necessary documentation for the program delivery.
- providing students with constructive feedback regarding learning progress.
- maintaining student records and submitting documentation including sufficient assessment evidence for each student to administration in a timely manner.
- building relationships essential to understanding student needs and effectively matching the required supports. Work at connecting with students on a personal level, take time to get to know their strengths, goals, and challenges.

- develop awareness that mental health is a critical factor in achieving student success. Where possible support the student but be prepared to refer students to appropriate professionals and support services.

### **Collaboration**

The Vocational Trainer and Assessor will collaborate with other staff members to ensure that the organisation's programs and services are effectively delivered.

- Regularly meet with the Manager Vocational Students and Training to plan for program commencements, to provide and receive feedback on progress and completion of programs.
- Connect/call/email/meet with other trainers to collaborate and exchange information about appropriate learner progress and additional supports.
- Actively participate in internal validation and trainer meetings, as well as external forums and the South Coast Assessor Network (SCAN) meetings and validation sessions.

### **Program Evaluation**

The Vocational Trainer and Assessor will

- participate in program evaluation activities in collaboration with the Manager Vocational Students and Training, administration and other training staff to work on continuous improvement of programs.
- participate in validation meetings with other trainers as requested.

### **General Tasks and Activities**

- Collaborate with your peers to identify, document, and implement continuous improvement strategies.
- Participate in professional development opportunities and WEA Illawarra meetings as requested.
- Conduct all duties in accordance with the WEA Illawarra Policies and Procedures.
- Perform other related duties as required.

## **Selection Criteria – Education and Experience**

### **Essential**

- Certificate IV in Training and Assessment or higher qualification in adult education which meets the requirements of the Standards for RTOs 2015 and be willing to maintain compliance with these standards.
- Vocational competencies at least to the level being delivered and assessed.
- Current industry skills directly relevant to the training and learning that informs your training and assessment.

### **Desirable**

- Experience in delivering training and conducting assessment of nationally accredited units.
- Address foundation skills in vocational practice skill set, if not completed, an intention to complete this
- Tertiary qualifications in Language, Literacy and Numeracy or adult education.

- Experience working with adults and young people with disabilities, mental health and/or substance use challenges or trauma backgrounds.

## Selection Criteria – Knowledge and Skills

### Essential

- Understanding of the needs of communities experiencing disadvantage, social or economic participation challenges (such as First Nations, culturally and linguistically and other diverse communities or people with disabilities) and ability to engage with individuals using strengths-based approaches to support and coach them to reach their vocational goals.
- Demonstrated ability to communicate effectively with individuals and groups (including public speaking and presentations, writing and active listening skills), tailoring communication to suit a specific target group or age range.
- Understanding of the Vocational Education and Training or Adult and Community Education sector with ability to work within government funding contract requirements, Standards for Registered Training Organisations and other regulatory requirements.
- Excellent time management, problem-solving, negotiation and influencing skills.
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting emotional resilience and self-care strategies.

## Selection Criteria – Other

### Work Rights in Australia

- You will be required to provide evidence of your ability to work in Australia. This will be in the form of an Australian Birth Certificate, Valid Passport or an Australian Citizenship Certificate.

### Working With Children Check and National Police Check

- This position is designated as child-related employment. You will be required to provide a valid and current NSW Working With Children Check (WWCC) clearance for paid employment.
- The successful applicant may be required to undergo a National Police Check prior to commencement of employment.

### Use of Private Motor Vehicle

You will be required to use your private motor vehicle for the purpose of carrying out the responsibilities of your position. On these occasions, WEA Illawarra will pay a motor vehicle allowance on a per kilometre basis, according to WEA Illawarra's Policies and Procedures.

- Evidence of your unrestricted driver's licence, the current registration of your private motor vehicle, CTP Green Slip insurance and Comprehensive Motor Vehicle Insurance must be provided to confirm employment and prior to using your private motor vehicle for work purposes.

## Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

It is a requirement that you advise WEA Illawarra if you have any injuries, illness, disorder, impairment, condition or incapacity which could be aggravated by the type of employment for which you are applying. The existence of a pre-existing condition will not preclude you from employment unless you are unable to perform the Inherent Requirements of the position. We encourage you to discuss this with WEA Illawarra to assist in the process of identifying any reasonable adjustments which could be made to enable you to perform the duties of the position. WEA Illawarra wants to place you in the best situation to use your skills effectively in the position.

Following is a table which outlines the main physical and psychological Inherent Requirements of the position.

Element	Key Activity	Frequency
<b>Work Environment</b>	• Manage demanding and changing workloads and competing priorities.	Daily
	• Work in a team environment with people from differing professional backgrounds	Daily
	• Work independently, manage time effectively and respond flexibly to meet requirements of the position	Daily
	• Take direction from Team Leader and other members of the Leadership Team	Daily
	• Work in different geographic locations and unstructured environments.	Regularly
	• Work within the span of hours from 7.00am – 9.00pm	Daily
	• Work extended hours in response to need, scheduled project activities or emergent situation	Occasionally
	• Work in an open plan office or other environment with distractions and noise	Regularly

	<ul style="list-style-type: none"> <li>Sit at desk and use a computer or sit in meetings for extended periods</li> </ul>	Daily
	<ul style="list-style-type: none"> <li>Use a variety of body postures including reaching overhead or forward, bending of back, rotating of neck, lifting and carrying equipment or resources over short distances</li> </ul>	Daily
<b>People Contact</b>	<ul style="list-style-type: none"> <li>Work with students who have been impacted by trauma, may have a mental health, substance use or behavioural disorder, learning difficulties, are neurodivergent or who may have another physical, sensory, cognitive or social-emotional disability</li> </ul>	Regularly
	<ul style="list-style-type: none"> <li>Be exposed to information regarding student personal history and experiences that could be emotionally distressing, requiring you to respond effectively and manage our own emotional regulation and resilience</li> </ul>	Regularly
	<ul style="list-style-type: none"> <li>Support students in classroom environments with learning activities</li> </ul>	Occasionally
	<ul style="list-style-type: none"> <li>Participate with colleagues within and external to the organisation in the giving and receiving of feedback for the purpose of improving skills and professional practice</li> </ul>	Daily
	<ul style="list-style-type: none"> <li>Undertake performance planning, training and professional development activities</li> </ul>	Regularly
<b>Administrative Tasks</b>	<ul style="list-style-type: none"> <li>Undertake administrative tasks which may include the following: computer work, making telephone calls, filing, writing reports, case notes/plans and student records, organising and participating in face-to-face and online meetings, concentrating for long periods of time, managing resources, researching and analysing data, creating and delivering presentations</li> </ul>	Daily
	<ul style="list-style-type: none"> <li>Use technology, including photocopier, printer, telephones, laptops, iPads, data projector, speakers, online learning platforms</li> </ul>	Daily
<b>Transport</b>	<ul style="list-style-type: none"> <li>Use public transport, including trains and buses</li> </ul>	Occasionally
	<ul style="list-style-type: none"> <li>Drive vehicle privately owned or company vehicle over short and long distance and in all traffic and weather conditions</li> </ul>	Occasionally

## Work Health and Safety

WEA Illawarra is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the WEA Illawarra have a collective and individual responsibility to work safely and be engaged in activities to help prevent injury and illness.

In addition to the major accountabilities and responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction given by WEA Illawarra.
- When and if required identify, assess and eliminate risk or reduce risk within the Colleges places of work.
- Report, record and follow-up on all reported hazards accurately and in a timely manner. Ensure hazards are effectively controlled.
- Demonstrate a commitment to continuous Health and Safety improvements.