

Position Title	Trainer / Assessor – Certificate III in Individual Support
Department	Education
Reports To	Team Leader, Foundation Skills Qualifications
Location	Various

Position Purpose

The Trainer / Assessor will be responsible for the preparation, delivery and evaluation of Certificate III in Individual Support at Deaf Connect as allocated by the Team Leader, Foundation Skills Qualifications.

Position – Key Result Areas

Has direct responsibility over [1]	Recommends, advises, interprets [2]
Shares responsibility with others [3]	Provides information [4]

Accountability [1-4]

Course, Preparation, Delivery and Assessment

[1]

At the direction of the Team Leader, Foundation Skills Qualification, the Trainer / Assessor will prepare, deliver, and evaluate the Certificate III in Individual Support to:

- Ensure that the accurate records are stored / archived in relation to course documentation, course delivery, student records, and assessments.
- Assess students’ competency against training package requirements.
- Maintain accurate and up to date class/program records, which are complainant with DSQ and ASQA quality standards.
- Contribute to the accredited training component of Deaf Connect’s training activities including the development of timetables, content planning, assessment activities and all activities relating to the delivery of programs.
- Monitor and report on activities relating to the Certificate III in Individual Support course.
- Perform all other duties as required to ensure the timely and accurate delivery of training.
- Work collaboratively with the Team Leader, Student Services on matters relating to the administration and student issues.
- Upload relevant materials to the Certificate III in Individual Support course Moodle site.
- Stay abreast of educational developments, curriculum and related government policies that will affect program delivery.
- Maintain and further develop ICT skills necessary for the delivery and administration of the accredited training.
- Collecting and returning keys for the class venue and ensuring the premises are left locked and clean at the completion of each session.
- Arrive at a reasonable time to set up classroom appropriately for teaching.
- Attend all training.

Other duties as required

Decision Making

Decisions	Recommendations
Time Management and work priorities	Policy and Service Directions and Priorities

Primary Relationships

Internally	Purpose
Team Leader, Foundation Skills Qualification,	Direct line management Strategic direction Support and advice Access to curriculum and resources and content advice
Team Leader, Student Services	Student support and advice
All Education staff,	Shared strategic direction, collaboration and optimization of resources
External	Purpose
Accredited Students	Information, Direction and Liaison
All visitors and stakeholders	Information, Direction and Liaison
Members of the Deaf community, relevant community and professional bodies	Industry consultation and support

Persons or functions that report to the position holder:

- N/A

Knowledge and Skills - Critical Skills

Requirement for Skills / Knowledge in this position

N = None	L = Little Need	D = Desirable
M = Moderate	I = Important	C = Critical

	N	L	D	M	I	C
Innovating					*	
Planning						*
Organising						*
Financial Management		*				
Customer/Client Orientation						*
Administration					*	
Auslan					*	
Vision						*
Data Gathering		*				
Evaluation				*		
Problem Solving					*	
Deciding					*	

Implementing					*	
Communicating					*	
Lobbying		*				
Negotiating		*				
Consulting					*	
Participating						*

Selection Criteria

Essential

- Qualifications in education and training including Certificate IV in TAE40116
- Current qualification in Certificate III in Individual Support (Ageing or Disability)
- Demonstrated knowledge and understand of the Australian Skills Quality Authority, training packaging and accredited course requirements
- Experience working with Training Packages, Accredited Courses and Curriculum
- Deaf Awareness
- Well-developed teaching skills, including the ability to adapt and modify a range of teaching strategies/resources to meet student need and curriculum requirements
- Ability to work autonomously
- The ability to effectively use technology for both face to face, video conferences and online delivery
- Well-developed interpersonal, communication, organisational and time management skills
- Positive and flexible attitude
- Ability to develop a strong rapport with student and work as part of a team
- Reliable and punctual at all times

Desirable

- Course Development experience
- Experience teaching in either the Certificates in Individual Support (Ageing or Disability) or Auslan Courses
- Detailed knowledge of the ASQA – Auslan Sills Quality Authority and AQF – Australian Quality Framework requirements for RTO’s

Salary

Salary will be based on qualifications and level of experience. Salary packaging will also be available.

Please sign below your agreement of the above position description.

Name _____ Signature _____

Date _____