



# Position Description

## Trainer/Assessor

Wesley Employment and Training  
Wesley Vocational Institute (RTO Code 90091)

### Agreement

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Name and Signature - Manager

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Name and Signature – Trainer

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Date

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Date

# Trainer/Assessor

## Wesley Vocational Institute

### 1. Overview of Wesley Mission

Wesley Mission is a faith based organisation that has been caring for people for over 200 years, continuing the work of Jesus Christ in Word and deed. Our vision is to:

#### Our Vision

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

#### Our Mission

Continuing the work of Jesus Christ in Word and deed.

#### Our Values

Out of Christian love and compassion we are driven by:

- Christlike servanthood
- Unfailing integrity, and
- Courageous commitment.

The organisational plan is based on five key result areas, namely:

- Our clients
- Our people
- Our stakeholders
- Our systems
- Our financials

Our position descriptions and performance plans are aligned with these five key result areas.

### 2. Overview of role

The Trainer/Assessor is responsible for providing accredited training and assessment to Wesley Vocational Institute (WVI) students where scheduled by the Wesley Vocational Institute administration team.

This role is also responsible for ensuring the training activities of Wesley Vocational Institute team are operated efficiently and effectively and that a quality service is provided at all times.

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### **3. Relationships**

- Reports to Group Manager or Program Manager, Wesley Vocational Institute with accountabilities to Quality and Performance Manager, Wesley Employment and Training.
- Works with other staff and teams within the Wesley Employment and Training portfolio.

### **4. Major role responsibilities**

- Support the Registered Training Organisation to comply with the conditions of its registration throughout the period of its registration including:
  - The requirements described within the National Vocational Education and Training Regulator Act 2011.
  - Fit and Proper Persons Requirements.
  - Financial Viability Risk Assessment Requirements.
  - Data Reporting and Provision Requirements.
  - Standards for Registered Training Organisations 2015
  - Standards for Training Packages.
  - Standards for VET Accredited Courses.
  - National Vocational Education and Training Regulator Act.
  - VET Quality Framework.
  - AQF Standards.
  - Specific Compliance and Performance requirements outlined in individual funding agreements.
- To develop and/or deliver and/or assess learning and development programs and activities that meets the requirements of all stakeholders.
- To contribute to the establishment and maintenance of a supportive learning environment that achieves successful outcomes and meets the individual needs of a diverse client group.
- To provide a quality service in compliance with Wesley Mission, Wesley Vocational Institute, the national VET standards for registration, the Australian Qualifications Framework (AQF) and related policies and procedures.
- To support business improvement & development activities as requested.

- Deliver vocational education and training programs suitable for adult learners that meet the individual needs of the client group, Wesley Vocational Institute, RTO registration and funding requirements.
- Conduct delivery and assessment at various nominated premises, using only the nominated WVI and agreed delivery structure(s), materials and human resources in compliance with Training Package guidelines.
- Attend trainer workshops and validation meetings, at least two per year and as arranged by WVI.
- Assist in development and implementation of assessments that are relevant, appropriate and comply with the requirements of the Training Package and WVI Program's Assessment Guidelines.
- Assess the suitability and training needs of clients and ensure that an appropriate and supportive adult learning environment is cultivated and maintained.
- Research, develop and/or maintain appropriate and relevant resources and learning materials.
- To contribute to the establishment and maintenance of a supportive learning environment that achieves successful outcomes and meets the individual needs of a diverse client group.
- Provide Wesley Vocational Institute with relevant and up to date trainer documentation upon request including, but not limited to: WVI Individual Trainer matrix and Unit skills mapping, evidence to support your relevant industry and VET currency.
- Provide Wesley Vocational Institute with relevant and up to date course documentation upon request including, but not limited to: session plans, training plan, attendance sheet, file notes, finalised student assessments.
- Evaluate the effectiveness of learning and development programs and activities.
- Undertake various administrative tasks relevant to the development and/or delivery and/or assessment of programs and activities.
- Engage with students, stakeholders, employers, staff and customers as required to maximise their positive training experience.
- Assist the Wesley Training team in maintaining a positive service culture within Wesley Training that is proactive, non-judgmental and reflective of Wesley Mission's values.
- Handle confidential matters with discretion.

- Maintain and securely keep accurate training records.
- As directed by the Program Manager or Group Manager, perform other duties consistent with the functions of this role.

## **5. Professional Responsibilities**

- Work in line with the Wesley Mission Code of Conduct.
- Build Wesley Missions brand and reputation by maintaining a professional image at all times, including on all social media.
- Meet monthly with your supervisor to ensure individual accountabilities, attitudes and targets are being achieved.
- Participate in ongoing professional development, training, staff satisfaction surveys and recognition activities.
- Assist Wesley Employment and Training Management to contribute to the KPI management process and ensure that the outcomes result in continuous improvement within all programs and services.
- Be appropriately responsible under the Work, Health and Safety legislation for the health and safety of persons for whom you are responsible, including the reporting of hazards and injuries and compliance with all site procedures.
- Promote the understanding and acceptance of policies and procedures addressing the requirements of Equal Employment Opportunity, Anti-Discrimination, Affirmative Action and Occupational Health and Safety.
- Ensure that risk management principles are exercised.

## 6. Selection Criteria

### 6.1 Knowledge

- Formal qualifications in training, minimum TAE40116 Certificate IV in Training and Assessment.
- Demonstrated recent experience delivering quality training and assessment in VET.
- Minimum 3 years relevant industry experience.
- Knowledge and experience in working with relevant training packages and systems.
- Knowledge of training package requirements and the regulatory obligations of the business.

### 6.2 Skills

- Ability to develop VET training programs aligned to the VET Quality framework.
- Demonstrated knowledge of issues surrounding the establishment, design and coordination of accredited training compliant with the AQTF.
- High level of organisational and time management skills.
- High level of written and verbal communication skills, including the ability to resolve conflict situations.
- Strong computer literacy skills, including the Microsoft office and database applications.