



Duty Statement – Trainer and Assessor

Job Title: Trainer and Assessor

Approved By: EXECUTIVE OFFICER

Approved Date: 07072017

Position Purpose:

- Conduct training sessions
- Assist with the development and planning of training sessions
- Evaluate training programs
- Participate in validation
- Assess students
- Provide feedback to the organisation on the performance of students
- Keep appropriate records on student attendance, study outcomes and competence

The role may also require you to

- Provide direct supervision of individual staff not holding appropriate training qualifications. (Please refer to section "Management of Direct Supervision" for more information about direct supervision).
- Develop training and assessment materials and resources for various training methodologies:
 - Face to Face
 - Blended Learning
 - Work based training

Essential Criteria:

- Fully qualified in relevant industry.
- Experience in training with strong interest in writing and developing training programs. Excellent communication and presentation skills.
- Holds the Certificate IV in Training and Assessment from the TAE Training Package, or a diploma or higher level qualification in adult education (or the required training qualification as required by the *Standards for Registered Training Organisations (RTOs) 2015*). (Refer to P2. CCNI Trainer Assessor Qualifications Standard)



- Current car drivers licence
- Car with comprehensive insurance
- To be appointed to this role you must provide a current working with children check and national police clearance certificate.

Desirable Criteria:

- At least 3 years' experience working in the relevant industry being delivered and assessed. Preferably at least 1 year working within the Vocational Education and Training (VET) Environment, or can show competency/understanding of the VET industry.
- Experience working with employers and organisations to establish and maintain work placements and / or on the job training and assessments.
- Experience working with students with specialised needs or barriers to learning
- Experience co-ordinating trainees or apprentices

General Responsibilities:

- Planning and preparing training sessions and resources of subject matter.
- Initiating and guiding learning by using appropriate techniques, instruction and individual assistance.
- Managing the learning environment, learners, activities, resources and materials within regulatory requirements.
- Developing appropriate relationships with learners, facilitating interaction and appropriate behaviour.
- Conducting work placement visits, workplace assessments
- Providing student support as required
- Monitoring and evaluating performance of learning and self.
- If required, provide direct supervision of individuals who do not hold the minimum qualifications in training and assessment. See back page for more information.
- Preparation of resources such as PowerPoint presentations, handouts, audio visuals etc.
- Ensure that assessments (including RPL) comply with the assessment guidelines/requirements included in the relevant Training Packages and any accredited courses (if applicable).



- Provide for applicants to be informed of the context and purpose of the assessment and the assessment process.
- Where relevant, focus on the application of knowledge and skill to the standard of performance required in the workplace and cover all aspects of workplace performance.
- Determine if sufficient evidence has been provided to enable judgments to be made about whether competency has been attained.
- Provide for feedback to the student about the outcomes of the assessment process and guidance on future options.
- Ensure that assessments are valid, reliable, fair and flexible.
- Ensure that assessments are equitable for all persons, taking account of individual needs relevant to the assessment.
- Understand and implement the requirements of offering re-assessment on appeal.
- Develop training plans which meet the requirements of the relevant Training Package and the Standards.
- Follow the requirements of Access and Equity in VET.
- Ensure compliance with state legislation and regulatory requirements that are relevant to your duties.
- Safeguard any confidential information obtained by yourself or the RTO.
- Develop a Professional Development Plan each year to ensure coverage of each of the areas of competency development required under the Standards
- Proactively participate in currency activities relevant to both the industry area being delivered and assessed, and Vocational Education and Training.
- Undertake and record (including positive outcomes) industry currency, VET Competency and VET knowledge, including competency based training and assessment and professional development, to ensure that a current record of all areas of competency development as required by the Standards has been achieved.
- Ensure the RTO is provided with your current personnel record including qualifications and professional development.
- Assist in the implementation of Version Control.

Challenges:



The main challenge of this position is that delivery of training requires techniques in presenting, facilitating and managing learning, but also skills in communicating, giving feedback and interacting with others.

Thus, we will expect from the trainer a large range of communication skills, as well as an understanding of adult learning principles in using training methods.

Management of Direct Supervision

Direct Supervision is achieved when a person delivering training on behalf of the RTO has regular guidance, support and direction from a trainer/assessor who has the relevant competencies in Clauses 1.13 – 1.16 of the *Standard for RTOs 2015*, and who monitors and is accountable for the training delivery. It is not necessary for the supervising person to be present during all training delivery. The RTO is responsible to ensure that the quality of the training and assessment for which the supervising trainer/assessor is accountable, complies with Standard 1 of the *Standards for Registered Training Organisations 2015*.

Refer to Policy 1 - Direct Supervision Policy for specific monitoring responsibilities.