



Trainer/Assessor – Responsible Service of Alcohol (RSA) Accredited Courses

Hours:	As per contract
Award:	NHACE Collective Agreement 2016
Level:	Trainer/Assessor Level 1 - 3
Reports to:	Education & Training Manager
Organisation:	Mountain District Women's Cooperative Ltd, trading as Mountain District Learning Centre.
Location:	15 The Avenue, Ferntree Gully Vic. 3156 (or as arranged).
Conditions:	Trainers/Assessors of accredited courses are employed on a casual basis for the duration of the course or subject taught or as permanent part-time staff members. Employment is dependent on sufficient enrolments and the availability of funding.

Position Context:

Vision of MDLC: Connecting and Strengthening Community in the Mountain District and surrounds.

Mission Statement: Mountain District Learning Centre (MDLC) is a Learning and Community Centre whose purpose is to enhance the lives of people in the area of the Mountain District. It does this by providing education in a supportive environment and by building stronger communities.

Mountain District Learning Centre is a child safe employer. Employees at MDLC must have and maintain a commitment to child safety and adhere to MDLC Child Safety and Wellbeing policies and procedures.

MDLC is an equal opportunity employer and supports a culture of inclusiveness.

Organisational Values:

- We recognise the equal value of all people.
- We operate responsibly, honestly and with accountability.
- We work with compassion to enhance the lives of all.
- We collaborate openly and respect the views of others.

Position Summary:

MDLC Trainer/Assessors are required to contribute to the development of VET courses, continuous improvement, and evaluation. Trainers/Assessors are to ensure that the programs meet all required learning outcomes and that students are working towards competencies in all unit/s, as per the relevant course Training and Assessment Strategy; the AQTF 2010 and/or other relevant documents.

Trainer/Assessors are also responsible for the completion of the attendance register (roll) and the collection of assessment evidence and pre-course work according to requirements.

Trainer/Assessors may be asked to participate in the Quality Assurance, Moderation, Validation or other quality assurance processes.



Trainer/Assessors must make themselves aware of their legal responsibilities for the care, safety and welfare of students including the requirements of Child Safe legislation in accordance with the MDLC Child Safe Code of Conduct.

Trainer/Assessors must ensure they maintain compliance with professional development requirements and complete and submit a Professional Development Register annually.

Key Responsibilities

Preparation and Planning:

- Prepare detailed session plans (session plans are to directly address the elements, performance criteria and outline the learning activities to be undertaken for each unit of competency).
- Incorporate appropriate learning activities relevant to the student's interests and needs.
- Ensure all training resources e.g., handouts and work sheets are available and in line with the requirements of the unit of competency. All resources, handouts, worksheets must be appropriately referenced.
- Adhere to the requirements outlined in the Trainer/Assessor Handbook.

Program Delivery & Assessment:

- Deliver training and assessment in a professional and supportive manner in line with MDLC philosophy/mission statement and values.
- Deliver training and assessment in line with the program Training and Assessment Strategy, program timetable and each student's individual training plan.
- Where/when necessary and in consultation with the Education & Training Manager, utilise additional resources available to MDLC to support the individual student's training needs.
- Use a range of training and assessment strategies which support the individual learner within the group.
- Use effective classroom management strategies that encourage students to take responsibility for their own behaviour in line with the student code of conduct, organisational policies, and procedures.
- Demonstrate an understanding of barriers faced by disengaged learners with regard to education and training and ensure the learning environment is supportive and appropriate to the learner.
- Ensure student's safety and welfare is supported and protected.
- Provide regular written feedback to students in a supportive, constructive, and professional manner.
- Communicate students at risk, including learning difficulties, welfare and personal concerns to the Education & Training Manager.
- At the completion of classes ensure the room is left clean and tidy, equipment is put away securely, student material is filed securely, and the room is left in a safe and acceptable state for other classes or groups.

Compliance:

- Adhere to the requirements set out in your contract of employment.
- Ensure Class Rolls are completed each session.
- Maintain and lodge all student-training records in line with organisational requirements including Attendance Records, Session Plans, Unit Outcomes and Assessment Task Coversheets.
- Ensure all MDLC documentation pertaining to your employment is managed in line with organisational requirements. This information can be obtained from the Education & Training Manager, CEO or the Finance Manager as appropriate.



Students and Staff:

- Create and maintain positive relationships with students and MDLC staff.
- Report to and inform the Education & Training Manager in regard to student welfare, student attendance, and course progress.
- Attend all staff meetings when scheduled and participate in the Quality Assurance Process and Professional Development opportunities as required by the organisation.
- Adhere to the Victorian Teaching Profession Code of Conduct and Code of Ethics.
- Represent MDLC in a professional manner and do nothing that would bring the Centre into disrepute.

Key Selection Criteria:

- Demonstrate sound knowledge of the VET sector.
- Demonstrated ability to adapt and adjust the curriculum and or accredited program to cater to the variety of needs within the classroom.
- Proven delivery of innovative curriculum e.g., new learning technologies.
- Demonstrated ability to maintain quality reporting, monitoring and assessments.
- Current Working with Children check or VIT Registration.
- Ability to represent the organisation in a highly professional manner.
- Demonstrate highly developed written and oral communication and negotiation skills.
- Work independently within the scope of the roles and responsibilities.
- Work effectively and collaboratively as a team member.
- Maintain current industry VET and Vocational experience.

Qualifications and Expertise:

VET

- Relevant VET Qualification SITHFAB002 Provide Responsible Service of Alcohol (or equivalent)
- Certificate IV in Training and Assessment (TAE40116 or equivalent)
- Relevant and current VET and Vocational Industry Experience
- Current WWC Check
- Current Police Check

Employment Guidelines:

- Wages/Salary and conditions in accordance with MDLC Trainer/Assessor Contract
- The MDLC has a commitment to the principles of equality and non-discrimination. Compliance with these principles is mandatory.

I hereby declare my understanding of responsibilities within this position description and agree to follow all requirements here in.

Signature..... Date.....