

## Position description

Position Title: Trainer/ Assessor

Award Classification: Neighbourhood Houses and Adult Learning Centres  
Collective Agreement 2024  
Level of pay according to years of experience

Hours: Days and hours of work will be negotiated with and supervised by the VET Coordinator, as outlined in individual employment contract.

Date Approved: September 2026

Position Objectives: To ensure the successful delivery of nationally endorsed Training Packages/accredited courses and/or customised industry courses. This includes training in the classroom and/or assessing candidates in their workplace, and preparing appropriate resources and classes based on Training Packages. In collaboration with the Accredited Training Coordinator, pursue opportunities for growth and development of Vocational Education and Training provision.

### Key Behavioural Requirements

The employee will undertake the role in a manner that demonstrates commitment to

- The positive teamwork of POCH&LCI
- The principles of working together
- POCH&LCI's Vision, Mission and Core Values

### Our Mission

To provide opportunities for equitable community engagement through social, recreational and learning activities

### Our Vision

Strengthened Community Participation, Capability Enhancement and Wellbeing

POCH&LCI Values:

|                |                                                                             |
|----------------|-----------------------------------------------------------------------------|
| Belonging      | Promoting a sense of community spirit and acceptance                        |
| Integrity      | Honest, ethical and committed                                               |
| Diversity      | Recognise the value of the unique contribution of each and every individual |
| Sustainability | Striving for excellence, environmental Awareness and Resilience             |
| Respect        | Transparency, Openness and Good Governance                                  |

**POCH&LCI is a child safe environment. Our Centre actively promotes the safety and wellbeing of all children, and all staff members are committed to protecting children from abuse or harm in the environment, in accordance with their legal obligations including child safe standards.**

| Key Result Area         | Outputs                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Training and Assessment | <ul style="list-style-type: none"> <li>• Participate in and contribute to validation and moderation.</li> <li>• Support students to complete their courses as per their Training Plans and course schedules.</li> <li>• Develop, deliver, and assess courses in accordance with Training Packages and industry requirements.</li> <li>• Provide detailed unit outlines, assessment guidelines and tools.</li> </ul> |

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| <b>Administration</b>           | <ul style="list-style-type: none"> <li>• Maintain accurate student and course records, to maintain compliance in a timely manner.</li> <li>• Contribute to the continuous improvement of POCH&amp;LCI</li> <li>• Provide VET Coordinator with course outline, timetable, and sample lesson plan prior to commencement of courses.</li> <li>• Keep accurate records and copies of assessments and provide these to VET Coordinator.</li> <li>• Monitor and review program activity and standards to ensure guidelines are met and comprehensive records of participation and outcomes are kept.</li> <li>• Provide a Skills Matrix in accordance with course and/or units being delivered.</li> <li>• Ensure all equipment/resources required for delivery is available before the course commences</li> </ul> |
| <b>Student Support</b>          | <ul style="list-style-type: none"> <li>• Notify VET Coordinator if a student has not attended class for more than two consecutive sessions.</li> <li>• Assess and address the varied needs of each student, including the provision of training which caters for individual differences in prior learning, academic abilities and learning styles (both on and off the job), and provide additional assistance to students with low levels of literacy and numeracy. Record reasonable adjustments made for individuals on their training plan.</li> </ul>                                                                                                                                                                                                                                                    |
| <b>Professional Development</b> | <ul style="list-style-type: none"> <li>• In collaboration with VET Coordinator, pursue opportunities for growth and development.</li> <li>• Develop best practice models of vocational education and training delivery.</li> <li>• Maintain a Professional Development Log</li> <li>• Foster a team approach to the delivery of courses by attending regular staff/trainer meetings, moderation/validation workshops, participating in collaborative problem solving and undertaking relevant professional development.</li> </ul>                                                                                                                                                                                                                                                                            |
| <b>Compliance</b>               | <ul style="list-style-type: none"> <li>• Ensure compliance with regulatory and legislative bodies.</li> <li>• Participate in internal and external audits.</li> <li>• Training is to be delivered in accordance with the requirements the Australian Quality Skills Authority</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|  | <p>(ASQA) and the Standards for Registered Training Organisations 2025.</p> <ul style="list-style-type: none"> <li>• Understand and abide by all relevant Policies and Procedures as listed in the Trainers Handbook.</li> <li>• Ensure content and delivery of Training Packages and accredited courses meet the standards of the VET Quality Framework.</li> </ul> |
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### Workplace Health and Safety (WHS) Requirements

The major responsibility for implementing an effective health and safety management system and maintaining the health and safety of the work environment lies with management and supervisory positions.

Nevertheless, trainers have WH&S responsibilities and their involvement in the management of health and safety is vital. All trainers are responsible for the following safe work procedures and instructions:

- Cooperate with POCH&LCI in relation to activities taken by the POCH&LCI to comply with WHS standards.
- Comply with the WHS guidelines.
- Adopt work practices that support WHS initiatives.
- Take reasonable care for their health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- demonstrate commitment to mental health in the workplace
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the WHS Officer.
- Participate in meetings, training and other occupational health and safety activities.
- Not wilfully place at risk the health or safety of any person in the workplace.
- Assist identification of WHS issues in the workplace and ensure reported to WHS officer or management.

### Organisational Relationships:

**Reports To:** VET Coordinator

**Supervises:** Students

#### Internal Liaisons:

- All staff
- Students of nationally recognised courses

#### External Liaisons:

- Relevant policy and regulatory government bodies (ASQA, DET, Industry Skills Councils)
- Industry representatives
- RTO Networks

### Selection Criteria:

#### Skills and attributes

- Demonstrated capacity to interpret guidelines, effectively plan, implement, and review training programs and assessment tools, for nationally accredited qualifications.
- High level verbal, written communication and organisational skills and the ability to work as part of a team.

#### Knowledge and experience

- Minimum 5 years' experience in relevant vocational industry, including demonstrated experience in training and assessment in a competency-based training environment.
- A thorough understanding of nationally endorsed Training Packages and accredited courses.
- Demonstrated experience in monitoring and reporting VET Quality Framework compliance issues.
- Demonstrated awareness of understanding the issues encountered by disadvantaged learners, particularly long- term unemployed people and adult learners.

#### Qualifications

- Minimum Certificate IV in Training & Assessment (TAE40116 or TAE40122)
- Relevant Industry qualifications at the same level or higher than that being delivered and assessed.

Trainer/Assessor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_