



## POSITION DESCRIPTION

<b>Position Title:</b>	Trainer and Assessor
<b>Department:</b>	Education and Training

### ORGANISATIONAL INFORMATION

MADEC, a not for profit organisation, is a provider of Employment Services, Education and Training, Labour Hire and Harvest Labour services across multiple states. With a proud 40 year history, MADEC aims to deliver service excellence in the four pillars of its business operation.

Working in accordance with the guidelines set down by the Government, our business operation is focused on gaining successful employment outcomes for our clients. This is achieved by working with our clients to ensure we understand their barriers to employment, upskilling and providing training solutions, sourcing work opportunities via labour hire, harvest or by partnering with business and industry stakeholders to secure sustainable work options for our clients.

### PRIMARY PURPOSE OF ROLE

The main focus for this position is provide quality and professional Training and Assessment in the required discipline, ensuring compliance with AQTF and funding agreements. In addition to this, you will develop and maintain industry contacts, ensure your knowledge is up to date as well as perform administrative duties in support of your training activities.

Direct Reports to this Role	Total Number of Reports
Nil	Nil

### Key Relationships

<b>Internal</b>	Area Manager Community College Manager MADEC Trainers Administrative staff
<b>External</b>	MADEC's clientele e.g. existing and prospective students, employers, industry & community stakeholders.

## KEY RESPONSIBILITIES / DUTIES

### Training and Assessment Compliance

Develop AQTF compliant training and assessment strategies, delivery materials and assessment tools as required.

Train and assess the Nationally Accredited Certificate III (or above) in appropriate discipline.

Evaluation and monitoring of student progress, pre, during and post course, including the development of curriculum and evaluative processes as required.

Deliver flexible learning programs and solutions.

Adhere, monitor and review all AQTF standards, funding agreements and contractual requirements

Maintain a professional image and organisational and client confidentiality at all times

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications and establishing and maintaining industry and personal networks.

### Industry liaison and consultation

Liaise and work with Industry and employers to establish current trends and market needs.

Source student practical placement opportunities with local industry and business partners.

Works within network and industry contacts to assist in securing ongoing employment for clients/students.

As part of a team, meet specific outcome targets as determined by MADEC Management and/or funding bodies.

### Administrative

Provide administrative staff with the client and program details, reports and assessment information as required

Revises systems and procedures by analysing operating practices, recordkeeping systems, forms control and resource requirements and implements changes (once approved).

Provide reports as required by the Chief Executive Officer, Site Manager and/or Manager, Community College

Provides information to prospective students by answering questions and requests.

Contribute to MADEC's Quality and Continuous Improvement processes

As part of a team, meet specific outcome targets as determined by MADEC Management and/or funding bodies.

### Corporate responsibilities

Contribute to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation.

Participate fully in staff appraisal and professional development review processes.

Comply with all Work, Health, Safety and Environmental system requirements which provide a safe and healthy work environment, free from sexual harassment and discrimination.

Adhere to MADEC's policies and procedure and "Code of Conduct" for employees.

Participate in the Continuous Improvement of the Integrated Management System by assisting with identifying, correcting, monitoring and evaluating activities to improve internal and external customer service.

Participate in managing and complying with injury management practices with the aim of early return to work in all cases.

## QUALIFICATIONS AND SKILLS

**Note: ALL Trainers require: TAE40110 Certificate IV in Training and Assessment\* AND Current Driver's Licence**

Subject	Qualifications (minimum)	Checks		Skills and Experience	
		VIC	SA	Essential	Desirable
Aged Care	Cert IV in Aged Care (RN/EN desirable)	<ul style="list-style-type: none"> <li>• Police Check</li> <li>• Working with Children Check (WWC)</li> </ul>	<ul style="list-style-type: none"> <li>• Police Check</li> <li>• DCSI Child-related employment screening</li> </ul>	<ul style="list-style-type: none"> <li>• Industry currency</li> <li>• Sound understanding of Adult learning principles</li> <li>• Effective group facilitation skills</li> <li>• Skills in using MS Office suite</li> <li>• Well-developed communication and time management skills</li> <li>• Ability to work as part of a team and autonomously</li> <li>• Excellent administrative, and report writing skills, with a strong focus on accuracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Has worked in a Registered Training Organisation</li> <li>• Skills in working with culturally diverse clients</li> <li>• Has taught those who possess English as a second language</li> </ul>
Education and Skills Development	A formal VET qualification and recognised expertise in the delivery and assessment of foundation skills (TAELN501 desirable)				
Horticulture	Cert II – Cert III in Horticulture (also requires current AusChem accreditation)				
Business/ Business Admin	Cert I in Business/ Cert III in Business Admin – Diploma in Business Administration				
Volunteering	Cert I -Cert III in Active Volunteering				
Community Services	Cert II in Community Services				
Early Childhood (Children's Services)	Diploma in Early Childhood / Diploma in Children's Services				
Hospitality	Cert III in Hospitality				
Food Handlers / Food Hygiene	Food Handlers / Food Hygiene				
RSA / Liquor Operations	RSA (VIC – Trainer approval from the Victorian Commission for Gambling and Liquor Regulation)				
Coffee/Barista	PASEC				
Construction	OH&S Induction (White Card)				
Gambling	RSG / Gaming Trio (VIC – Trainer approval from the Victorian Commission for Gambling and Liquor Regulation)				
IT, Digital Media and Technology	Cert I – Cert III in Information Technology				
First Aid	Provide Advanced First Aid OR at least three years' experience as a registered health professional, registered nurse, OR emergency services provider.				
Retail	Cert II in Retail Services – Cert IV in Retail Management				
# Passport to Employment	N/A				
Manual Handling	Manual Handling				
MYOB Payroll	MYOB				

*\*An employee may commence employment without a TAE40110 Certificate IV in Training and Assessment ONLY if the employee commences studies in the TAE40110 qualification within the first 3 months of employment, and is therefore a requirement to successfully pass the Probation Period. Completion of this qualification is required within 12 months of employment. Failure to do so may result in the employee's termination of employment.*

*#Does NOT require TAE40110 Cert IV in Training and Assessment*

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Subject	Qualifications (minimum)	Checks		Skills and Experience	
		VIC	SA	Essential	Desirable
Frontline Management	Cert IV in Frontline Management				
Small Business Management	Cert IV in Small Business Management				
Cleaning Operations	Cert II – Cert III in Cleaning Operations				
Disability	Cert III – Cert IV in Disability				
CGEA & Skills for Work	Cert II in Skills for Work and Vocational Pathways / AQF Level 7 AQF teaching qual / or demonstrated knowledge of literacy & numeracy theory / Cert IV LLN				
Leisure and Health	Cert IV in Leisure and Health				
EAL	Qualified TESOL teacher (e.g. Dip Ed. with TESL/TESOL method)				

## Competencies

*All employees must:*

Adaptable	<p>Maintain focus and productivity in changing environments, responsibilities and people.</p> <p>Remain positive in the face of change, take steps to recognise need for change and understand and support changes as we strive for business excellence.</p>
Accountability	<p>Accept responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner.</p>
Communication	<p>Communicate effectively and transparently.</p> <p>Engage and inspire other through clear oral and written communication.</p>
Customer focus	<p>Ensure internal and external customers/clients are at the forefront of our minds in all that we do.</p> <p>Act in the best interest of our customers/clients by working with them to understand their needs and to build mutual respect that leads to mutually beneficial outcomes.</p>
Integrity	<p>Be authentic.</p> <p>Maintain personal credibility and uphold ethical standards.</p> <p>Fosters respect for all individuals and points of view.</p> <p>Interacts appropriately with all members of the workforce, clients and business and community partners without regard to individual characteristics.</p>
Team Work	<p>Work cooperatively and effectively with others to achieve department and organisational goals.</p> <p>Participate in building group identity characterised by trust, pride and commitment.</p> <p>Build strong intra and inter department relationships and partnerships to ensure business success.</p>

**Trust, Honesty and Accountability**

The upholding of trust, honesty and individual and organisational accountability in all we do and say.

**Competency**

- Accountability
- Communication
- Integrity

**The actions:**

- Be authentic, deliver upon our promises and hold self and others accountable.
- Communicate consistently, honestly, constructively and with good intent.
- Recognise, give credit to and respect our people for their contributions.

**Dignity and Respect**

The right of each and every person to be treated with respect and dignity.

**Competency**

- Integrity
- Communication
- Team Work

**The actions:**

- Relate to team members and customers in a fair and equitable manner.
- Build sustainable and productive relationships across the organisation.
- Relates easily and is accepting of people from a diverse backgrounds.

**Initiative and Creativity**

The initiative and creative potential of individuals and the contribution they can make to MADEC.

**Competency**

- Adaptable
- Customer focus
- Team Work

**The actions:**

- Open to new ideas and seeks opportunities for improvement.
- Collaborate on changes and support ideas of others.
- Seek improvement and accept change.

**Growth and Development**

The professional growth and development of board members, management and staff that will enhance their skills, knowledge and experience.

**Competency**

- Accountability
- Adaptable
- Integrity

**The actions:**

- Provide service, knowledge and experience to others.
- Create a picture of success and strive for excellence.
- Provide a culture that supports continual learning.

**Quality and Continuous Improvement**

The development and delivery of high quality services to our clients and customers through continuous improvement and organisational development processes.

**Competency**

- Adaptable
- Integrity
- Customer focus

**The actions:**

- Understand how individual, team and department operates and contributes to business success
- Challenges the status quo.
- Seek opportunities for business benefit by continually reviewing processes to ensure best practice.

**Economic, Social and Environmental Sustainability**

The principles and practices of economic, social and environmental sustainability.

**Competency**

- Accountability
- Adaptable
- Integrity

**The actions:**

- Seek opportunities to improve quality and efficiencies, safety, health and the environment.
- Ensure safe working environment for employees by actively resolving safety issue in a timely manner.
- Being thoughtful about resources.

**Position Description reviewed by:**

Employee Name:	[ ]	Title:	[ ]	Date:	/ /
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**Employee acknowledgement of Position Description:**

Employee Name:	[ ]	Signature:	[ ]	Date:	/ /
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Please provide copy of Position Description to employee.  
Employee to sign and return to Human Resources.