

Teacher / Assessor

Comm Unity Plus Services Ltd delivers a range of early intervention and prevention programs focusing on informing and engaging with our community through high quality Adult Education, Neighbourhood House, Legal (through the Brimbank Melton Community Legal Centre) and Family Support programs as well as community engagement and development activities.

Learning for Employment (Lfe) has been contracted by the Department of Education and Training to deliver Skills for Education and Employment (SEE) and Adult Migrant Education Program (AMEP) from 1st July 2017 to the 30th June 2020.

Position Objective: To provide quality education and conduct pre training assessments / reviews of potential students for all **commUnity+** Education programs in SEE (Skills for Education and Employment) AMEP (Adult Migrant Education Program) and Skills First.

Part A: Organisation

Comm Unity Plus Services Ltd Vision and Values

Our Vision:

Safe and vibrant communities where people are engaged, respected and in charge of their future.

Our Values:

Responsive: We will listen to our diverse communities, measure impacts and make informed decisions about the services we provide

Empowering: We will respect the strength of our communities and collaborate to deliver holistic services

Accountable: We will be responsible and self reflective. We will acknowledge and celebrate achievements

Part B: Position Specifications

Relationships

Division:	Education Program
Reports to:	Training Manager
Internal:	Students, Education Administration and Compliance Team, Corporate Services team
External:	Job Actives, industry stakeholders and Industry bodies

Key Accountabilities

- Teaching and Assessing
- Pre Training Assessment / Reviews
- Professional Development
- Compliance and Administration
- Legislation and Regulations

Key Tasks

Teaching and Assessing

- Conduct and document initial and ongoing client assessments using relevant assessment tools.
- Prepare for and deliver training and assessment services in accordance with RTO procedure and meet all VRQA requirements.
- Develop flexible teaching and learning strategies to assist students with barriers to learning e.g. low literacy levels or disabilities.
- Manage, monitor and evaluate Individual Training Plans using a consultative process.
- Maintain daily, weekly and course program plans and other relevant documentation to support the evidence of planning.
- Deliver a range of curriculum modules using mandated curriculums to achieve outcomes for clients.
- Prepare relevant teaching materials and resources.
- Ensure all assessments are completed as per the Training Assessment Strategy within the timelines identified.
- Provide feedback and support to clients on the completion and verification of the assessments as per organisational policy.
- Monitor client progress throughout the course and adapt/modify the assessment tools to suit the needs of individuals and the group to ensure positive outcomes.
- Ensure students are provided the relevant support within the education and other programs of **commUnity+** to enhance their learning experience.
- Record client progress and attendance accurately and in a timely manner on all required systems and paper files, and keep these private and secure.

Pre Training Assessments/Reviews (when required)

- Assess potential **commUnity+** students by conducting Pre Training Assessments (PTA)/ Reviews (PTRs), ensuring all assessments are compliant with funding bodies and regulatory requirements.
- Complete all PTAs/PTRs with accuracy, attention to detail and according to necessary deadlines.
- Ensure maintenance of the PTA/PTR kit and other assessment resources, and maintain PTA/PTR records in accordance with program guidelines and audit requirements.
- Monitor the assessment process, including PTA/PTR schedule and report issues to the Training Manager.

- Meet all reporting requirements and prepare reports for the Training Manager and the Administration Coordinator.
- Assist in file preparation for verification audits as required.

Professional Development

- Maintain currency of professional knowledge by attending training and professional development events.
- Meet the required minimum qualifications necessary as per the guidelines, curriculum and funding agreements.
- Attend all staff meetings, training events and performance appraisals as requested.
- Complete and regularly update a Trainer Skills Matrix in the template provided by **commUnity+**.

Compliance and Administration

- Complete a range of required administration tasks including reports and audit activities.
- Maintain all assessment and training paperwork to RTO requirements.
- Record all required information in data systems in a timely and accurate manner.
- Comply with all internal and external policies and procedures including contractual obligations, the Victorian Registration and Qualification Authority: Guidelines for VET Providers, and the Australian Quality Training Framework: Essential Conditions and Standards for Continuing Registration.
- Maintain a thorough understanding of the relevant program contract and guidelines.
- Observe the legal obligation to protect your own health and safety and to avoid adversely affecting the health and safety of any other person, including other staff members and our clients.
- Complete other documentation to ensure **commUnity+** as an RTO meet all obligations for registration and funding purposes.
- Assist with student enquiries and student enrolments as required.
- Assist with validation and moderation of courses and programs as required.

Legislation and Regulations

- All training and assessment activities at **commUnity+** are governed by legislation.
- All Teachers must abide by all applicable legislation.
- All staff are required to take an active role in staying up-to-date and ensuring that they fully understand the information provided on legislation and how it is to be applied in their daily work.

Part C: Person Specification

Key Selection Criteria

- Experience & knowledge with specific framework curriculum
- Experience and knowledge in conducting Pre Training Assessments / Reviews
- Experience and knowledge of the Australian Core Skills Framework

- Highly developed and proficient IT skills
- Strong organisational, time management and problem solving skills
- Experience in client assessment and task moderation
- High level of verbal and written communication skills
- High attention to detail
- Awareness of working with people from the culturally and linguistically diverse backgrounds
- Flexibility in working across different sites

Qualifications and Experience

Essential:	<ul style="list-style-type: none"> • Certificate IV in Workplace Training and Assessment (TAE40110), or its equivalent • Relevant industry qualification, (preferably to Certificate IV level) • Demonstrated ability to implement best practice in the delivery of nationally recognised training and assessment • Demonstrated ability to self-manage tasks, time and meet deadlines • Recent industry experience in Vocational Industry • Bachelor of Education qualification with a TESL / TESOL method (as per EAL Curriculum Guidelines and <i>Standard 12 AQTF Standards for Accredited Courses</i>), or • Bachelor Degree plus Postgraduate TESOL qualification of at least 100 contact hours including a practicum
Desirable:	<ul style="list-style-type: none"> • N/A

Other Information

Essential	<ul style="list-style-type: none"> • Current Working with Children Check and current Police Check • Valid drivers licence and own transport
Desirable	<ul style="list-style-type: none"> • Previous teaching experience in the Not for Profit sector • Demonstrated experience in attention to detail

Declaration



Essential	My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.
Employee	Name Signature/ /
Manager	Name Signature/ /