



# Position Description - Trainer level 3 VCAL

## Department:

VCAL Education and Training

## Award Classification:

Neighbourhood Houses and Adult Community Education Centres Collective Agreement, Level 3

## Hours Per Week:

As per Employment Contract

## Position Objectives:

To deliver training/instruction in courses and /or subjects which **are** accredited under the Victorian Curriculum and Assessment Authority (VCAA).

## Key Result Areas:

Key Result Area	Outcomes
<b>1. Training level or Qualifications</b>	<p>Trainers employed at Level 3 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:</p> <ul style="list-style-type: none"> <li>• a degree with subsequent relevant work experience; or</li> <li>• Certificate IV Training and Assessment;</li> <li>• In addition to holding the TAE40110 Certificate IV in Training and Assessment, trainers need to hold either one of the following:               <ul style="list-style-type: none"> <li>○ TAELLN411 Address adult language, literacy and numeracy skills, or</li> <li>○ TAELLN401A Address adult language, literacy and numeracy skills</li> </ul> </li> </ul> <p>Plus, one of the following:</p> <ul style="list-style-type: none"> <li>○ TAEASS502 Design and develop assessment tools, or</li> <li>○ TAEASS502A Design and develop assessment tools, or</li> <li>○ TAEASS502B Design and develop assessment tools</li> </ul> <ul style="list-style-type: none"> <li>• Related work experience in the strand being delivered</li> </ul>
<b>2. General Duties and Responsibilities</b>	<p>Trainers must:</p> <ul style="list-style-type: none"> <li>• Comply with all information provided in the current Trainer Handbook</li> <li>• Provide a positive and nurturing learning environment for Pines Learning students</li> <li>• Encourage student participation throughout courses</li> </ul>



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	<ul style="list-style-type: none"><li>• Assist students with queries and course clarification</li><li>• Trainers to keep accurate attendance, progress and assessment records for all students throughout the year</li><li>• Trainers teaching off site to keep class list and submit to relevant program area coordinator at the end of each term</li><li>• Trainers to notify the relevant VCAL coordinator if a student hasn't attended class for more than 2 sessions</li><li>• Have the skills to effectively facilitate and manage an inclusive classroom environment</li><li>• Participate in Professional Development opportunities to keep abreast of industry changes and skills up to date</li></ul>
<b>3. Program Area – VCAL Duties and Responsibilities</b>	<p>Trainers will:</p> <ul style="list-style-type: none"><li>• Ensure VCAA compliance for program development, delivery and assessment of accredited courses meets learning outcomes</li><li>• Liaise and network with VCAL coordinator and Pines Learning staff to further support delivery of program</li><li>• Promote an inclusive and stimulating classroom environment to encourage independent learning</li><li>• Assess and assign work for students in accordance with student's ability</li><li>• Monitor the progress of students and flag when there is a concern regarding the wellbeing of a student, notify VCAL coordinator</li><li>• Identify potential further education/training needs and interests of students during classroom delivery</li><li>• If working with an assistant, the trainer will supply the assistant with an outline of the curriculum for the day</li><li>• Maintain a safe and positive learning environment through positive reinforcers when challenged with disruptive behaviours</li><li>• Provide the VCAL coordinator with all relevant documentation prior to mid-year and end of the year reporting within nominated timeframes</li><li>• Participate and provide the required documentation for the VCAA Quality Assurance process within the designated timeline</li><li>• Abide by the Trainer Code of Conduct which includes guidelines when working with learners under 18 years of age</li></ul>



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<p><b>4. Compliance</b> Ensure compliance with all relevant legislation regulations and organisational policies (including current, amended and new Pines Learning policies)</p>	<p>Trainers must comply with all relevant legislation Trainers must comply with all relevant legislation regulations and policies, including:</p> <ul style="list-style-type: none"> <li>• Education and Training Reform Act 2006 (and Amendment 2010)</li> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• Victorian Registration and Qualifications Authority (VRQA)</li> <li>• Victorian Curriculum and Assessment Authority (VCAA)</li> <li>• Department of Education and Training (DET)</li> <li>• Occupational Health &amp; Safety Legislation (OH&amp;S) Act 2004 (Vic) - supported by the Occupational Health and Safety Regulations 2007 (Vic)</li> <li>• National Youth Commitment (NYC)</li> <li>• Equal Opportunity Act 2010</li> <li>• Privacy Act 1988</li> <li>• Disability Discrimination Act 1992 (updated 2018)</li> <li>• Disability Education Standards 2005</li> <li>• Copyright Act 1968 (updated 2018)</li> <li>• Victorian Human Rights Charter</li> <li>• Working with Children Act 2005</li> </ul>
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## Key Behavioural Requirements

The employee will undertake the role in a manner that demonstrates commitment to positive teamwork within Pines Learning and to the principles of working together with regard to Pines Learning’s Vision, Mission and Core Values.

## Pines Learning Values:

<b>Integrity</b>	Honesty, open and transparent, takes responsibility for actions, maintains confidentiality, fairness, builds trust.
<b>Compassion</b>	Empathy, sensitivity, concern for others, interacts with dignity, Tolerance and respect.
<b>Respect</b>	Fosters relationships, courteous, listens and receives relevant and constructive feedback, values difference and individual worth
<b>Excellence</b>	Supports creativity and innovation, proactive and solution focused, seeks out opportunities, embraces quality improvement, professionalism and teamwork.

**Pines Learning is a child safe environment. Our Centre actively promotes the safety and wellbeing of all children, and all staff are committed to protecting**



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**children from abuse or harm in the environment, in accordance with their legal obligations including child safe standards.**

### **Organisational Relationships:**

#### **Reports To:**

VCAL Coordinator

#### **Supervises:**

Assistants/Volunteers

#### **Internal Liaisons:**

Board of Management members, staff, trainers, volunteers and students.

#### **External Liaisons:**

Potential learners, local business, agencies, government departments and community organisations, under direction of Program coordinator.

### **Accountability**

Defined in the Position description key result areas. Accountable for meeting outcomes listed.

### **Key Selection Criteria:**

#### **Mandatory:**

- Certificate IV In Training And Assessment - TAE40110, including additional units as determined by the National Skills Council or its successors
- Demonstrate sound knowledge of the VCAL program
- Demonstrated ability to adapt and adjust the curriculum to cater to the variety of needs within the VCAL classroom
- Proven delivery of innovative curriculum eg new learning technologies
- Demonstrated ability to maintain quality reporting, monitoring and assessments
- Current Working with Children check
- 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
- Hold a current National Police Check or willing to undertake one

#### **Desirable:**

- VIT registration
- Current industry experience

### **Occupational Health and Safety (OHS) 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, employees have OH&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:



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- Cooperate with Pines Learning in relation to activities taken by Pines Learning to comply with OHS standards
- Comply with the OHS guidelines
- Adopt work practices that support OHS initiatives
- Take reasonable care for own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Comply with all new and modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the OHS officer and your Program Co-ordinator
- Participate in meetings, training and other OHS activities
- Not wilfully place at risk the health or safety of any person in the work place
- Assist identification of OHS issues in the workplace and ensure reported to OHS officer or Program Coordinator