



CARDIJN
COLLEGE

Position Information Document

Position Title	Trade Trainer
Supervisor	College Leaders and ultimately to the Principal
Employment Status	Fixed Term
Classification	Trade Trainer
Grade	ESO – Grade 4
Hours per Week	37.5 hours
Weeks per Year	48 Weeks

Broad Purpose

MTC Training is the in-house registered training organisation (RTO) of Marcellin Campus of Cardijn College. MTC Training provides vocational education and training (VET) to students enrolled at Marcellin Campus and other Catholic secondary schools.

Marcellin Campus is a Catholic senior secondary campus of Cardijn College specialising in catering for students from Year 10 to 12 who chose to complete their South Australian Certificate of Education (SACE) alongside a trade/vocational pathway. Occasionally, staff may be required to attend professional development sessions conducted at the College or elsewhere, within or outside the employee's normal working hours.

Description of Position

The Trainer participates in the delivery, validation and moderation of training and ensures that assessment, resources, tools and materials meet the identified competency requirements of the target group as well as the standard required by the registered training organisation, *MTC Training* while meeting the compliance requirements of the VET Quality Framework, Australian Skills Quality Authority (ASQA), Training and Skills Commission (TaSC) and other regulatory authorities as may be required.

Key Working Relationships

- Principal
- Assistant Principal / Head of Campus (Marcellin)
- RTO Manager
- RTO Training Manager
- Staff
- Students and families
- Other – community & industry stakeholders/representatives

KEY AREAS OF WORK

Training and Assessment

The Trade Trainer will:

- Ensure that training delivery, assessment, validation and moderation meets the requirements of the applicable training package and addresses the context and critical forms of the relevant guidelines in compliance with AQF, ASQA and TaSC.
- Ensure that training and assessment venues, resources, tools and materials meet the required RTO, AQF, ASQA, TaSC and Work Health, Safety 2012 requirements at all times.
- Ensure that flexible training and assessment are delivered in a manner that meets the needs of and enhances the opportunities for successful completion of particular target groups and individuals.
- Ensure that students are informed of and provided with complete information and access to support services and RTO Policy/Procedures.
- Access industry engagement to conduct on the job training and assessment to students in the workplace and validation of assessment tools.
- Ensure that assessments are conducted as per (AQF) guidelines.
- Ensure that student inductions are completed comprehensively and in line with RTO policy and procedures.
- Inform students about and support them through the Recognition processes in a consistent manner in line with RTO policy and resources.
- Provide mentoring and support services for students.
- Monitor student progress and implement intervention strategy at the earliest opportunity.
- Assist students accessing the appeal and/or complaints process.
- Develop and implement new curricula and technology.
- Advise management of required changes to programs.
- Arrange, facilitate and contribute to moderation and validation meetings as required.
- Industry engagement to validate assessment tools.
- Ensure all legislative and compliance requirements are met.
- Observe all policies and procedures for RTO functions.
- Ensure risk of breach of standards is minimised at all times.
- Represent the RTO in a professional manner at all times.

Professional Development

The Trade Trainer will:

- Attend staff meetings as required.
- Be committed to ongoing professional development.
- Ensure personal professional development is ongoing in relation to:

- VET Quality Framework and in particular AQF related matters, training packages
- TaSC related matters
- Vocational update both in regard to the trade/vocation and VET
- meeting registration and licences requirements
- Provide evidence of continuous professional development and industry currency on an annual basis (by 1 July) to the RTO Administration Manager.
- Engage in industry consultation activities and where appropriate participate in relevant industry events and activities.
- Share professional development learning with other RTO employees and contractors in a formalised manner at staff and staff development meetings.

Record Management

The Trade Trainer will:

- Record student/trainee attendance and performance.
- Assist with the recording of relevant information to meet all auditing requirements.
- Assist RTO staff with administration and recording keeping of student competency achievement in accordance with the AQSA requirements.
- Perform any other duties as required from time to time by the Principal or Assistant Principal.

PERSON SPECIFICATIONS

- Active support for the Catholic ethos and the College Mission and Values.
- A current Certificate III (or higher) in the trade area of expertise.
- A current Certificate IV in TAE40110 Training & Assessment (this is considered advantageous but will be provided as on the job training).
- Current industry skills and experience directly relevant to the training and assessment being provided.
- Current knowledge and skills in vocational training and learning that informs their training and assessment
- The ability to deliver accredited and non-accredited training in classroom and workshop environments.
- Current knowledge of Work Health & Safety procedures.
- Excellent interpersonal and communication skills.
- The ability to be resourceful, flexible and self-motivated to work independently.
- The capacity to successfully consult with industry bodies.
- An ability to manage diverse workloads and timeframes and be able to prioritise tasks.
- Intermediate level IT skills in Microsoft Office Suite, Outlook and Internet.
- Evidenced ability to be able to learn new concepts quickly.
- The ability to work in a professional manner when dealing with students and stakeholders and in the delivery of instructions.
- The ability to maintain a high level of confidentiality in relation to staff, students and families at the College.

SPECIFIC REQUIREMENTS

Acquire and maintain:

- Working With Children Check and Catholic Police Clearance to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- Approved Mandatory Notification training.
- Applicable First Aid Certificate relevant to the role requirements.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

PERFORMANCE REVIEW

- All employees are required to proactively participate in the College's Performance Appraisal and Development Program including periodic review.
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.