

Position Description –Trainer and Assessor

Position Details

Position Title:	Trainer and Assessor
Position Number:	New - Casual
Portfolio:	Learning and Development
Location:	Melbourne
Employment Type:	Contracted – Self-employed
Remuneration:	As negotiated

Centre for Excellence in Child and Family Welfare Inc.

About the Organisation

The Centre for Excellence in Child and Family Welfare (the Centre) is the peak body for child and family services in Victoria with over 150 organisations, students and individuals as members. The Centre provides public policy and program advice, delivering sector training, facilitating and publishing research. The Centre also advocates for positive reform and works with member agencies to make sure children and families have access to the services and support they need.

The Centre also provides consultancy services for the child and family services sector, which include developing frameworks, writing research-informed practice manuals, developing tools and resources, designing and delivering targeted training.

The Centre runs regular forums across a range of policy and practice areas to capture the views of child and family services organisations and their clients and manage various projects designed to improve practice in the sector.

Benefits & Culture

- Generous salary packaging provisions
- Professional development, ongoing training, mentoring by industry leaders
- CBD location, close to public transport

Learning Development Unit Summary

The Learning and Development Unit is responsible for the delivery of accredited and non-accredited training to members and non-members on a national basis. The department works closely with the child and family services sector to identify and develop training to meet industry needs.

Position Summary

Be responsible for the development, assessment and delivery of the Accredited training with strong focus on the RCLDS – Beginning Practice training as well as related non accredited short courses and the relevant administration and academic care associated with the enrolled students.

The successful candidates must have a relevant industry qualification demonstrating sound vocational competence at a level equivalent to the qualifications to be taught. Degree qualifications would be well regarded.

Reporting Line

Reports to: Learning & Development Training Coordinator

Organisational Accountabilities

Centre for Excellence in Child and Family Welfare Inc. is committed to health, safety and wellbeing of its staff. CFECFW and its staff must comply with a range of statutory requirements including equal opportunity, occupational health and safety and privacy. CFECFW requires staff to comply with its policies and procedures and related statutory requirements. Appointees are accountable for completing training on these matters and ensuring their knowledge is up to date.

Key Accountabilities

Contribute to the Learning and Development Unit

- Deliver training course as per the Centre's Training and Assessment Strategies
- Administering assessment and feedback using approved assessment tools.
- Ensure adequate and appropriate communication between the Centre and the learner for the period of the learners course
- Where appropriate, communicate with the learners employers to advise of progress
- Develop training resources as per the requirements of training packages as required
- Provide SME advice to eLearning for the development of modules
- Maintaining skills and knowledge of current practice within relevant industry.
- Follow policies and procedures to highest compliance standards.

Administration

- Ensure all student files are maintained and are compliant and up to date
- Development of Training Resources with industry consultation
- Analysis of training resources and implementing change to the training and/or assessment where applicable
- Provide monthly reports on all training activities
- Plan, implement and review L & D Training Plans

General

- Work collaboratively with other staff within the Centre.
- Maintain a project plan and carry out all duties in a manner consistent with the strategic directions of the Centre
- Advocate and model a commercial and customer service focus in all activities taken within the Centre

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Responsibility: Manager, L&D	Created: 04/04/2019	Next Review: 30/06/2020

Key Selection Criteria

The successful applicant will have:

1. Essential Qualifications and Experience dependant on area of expertise/specialty

- TAE40116 Certificate IV in Training and Assessment
- Certificate IV in Children, Youth and Family Intervention, or a recognised qualification as listed in DHHS policy – Minimum Qualification Requirements for Residential Care Workers in Victoria
- BSB51915 Diploma of leadership and Management or higher business qualification (A relevant qualification will be highly regarded)
- Relevant management and/or residential care experience within a child and family services organisation
- Experience in training in a classroom environment.
- Ability to continue to develop their vocational and training and assessment competencies in order to maintain currency

2. Knowledge

- Demonstrated knowledge and experience in the development and delivery of accredited training as required by AQF and ASQA requirements
- Understanding of the child, youth and family services system in Victoria.
- Understanding of accredited and non-accredited training programs
- Proven recent and relevant industry experience in the area of delivery.

3. Skills

- Verbal and written communication skills of a high order.
- Training, assessment and instructional design of accredited training
- Ability to adapt to a changing environment.
- Capacity to work in a small office/team.
- Ability to meet tight time lines.
- Information technology skills of a high standard.
- A strong customer service orientation.
- Exceptional organisational skills.
- Capacity to initiate and manage workflow.
- Proven track record developing, delivering and assessing accredited training
- Ability to contextualise training to student/client requirements

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Conditional Employment Requirements

1. Satisfactory police check
2. Satisfactory working with Children check
3. Proof of the right to work in Australia
4. Proof/Evidence of qualifications
5. Appropriate ABN and GST registration status
6. Appropriate Insurance (eg. Professional Indemnity, Public Liability)
7. Own training equipment (eg. Computer, Mobile phone etc.)

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