



Vocational Trainer and Assessor Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 5
Reports to	Head of Department (School Administrator Level 3)
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit:
education.wa.edu.au.

Key responsibilities

- Design, prepare and deliver quality training programs and assessment strategies.
- Implement Training Packages or endorsed training courses and develop delivery plans and assessment tools.
- Instruct, train and assess groups of students in relevant workplace environments as well as prepare and deliver skill demonstrations as required.
- Engage and mentor students in training and assessment processes, ensuring students are fully aware of course requirements, timelines and resources.
- Provide ongoing constructive feedback to participants on the outcomes of assessments and guidance on future learning activities in relation to these outcomes.
- Maintain and continuously improve delivery and assessment materials in accordance with the Standards for Registered Training Organisations (RTOs), Training Package guidelines and updates and the Department standards.
- Maintain delivery and assessment records and report results as required.
- Conduct Recognition of Prior Learning assessment of students as required.
- Establish and maintain relationships with key stakeholders including, but not limited to schools, students, parents and employers.
- Comply with occupational health and safety legislation, policies and procedures.

Selection criteria

1. Demonstrated relevant current industry skills, knowledge, experience and competency in the industry vocation or professional field.
2. Demonstrated comprehensive understanding and sound knowledge of the Vocational Education and Training Quality Framework, including Training Packages, Australian Qualifications Framework, the Standards for RTOs, Recognition of Prior Learning and competency based training and assessment.
3. Demonstrated ability to design and prepare training programs and assessment materials to a high standard.
4. Demonstrated sound written and verbal communication skills with the appropriate interpersonal skills for working with young people.
5. Demonstrated initiative and organisational skills and the ability to work as a member of a team.

Eligibility and training requirements

Employees will be required to:

- hold one of the following:
 - TAE 40116 Certificate IV in Training and Assessment;
 - TAE 40110 Certificate IV in Training and Assessment: **and**
 - TAELLN411 or TAELLN401A; **and**:
 - TAEASS502 or TAEASS502A or TAEASS502B;
 - a relevant higher qualification
- hold a relevant Certificate III trade qualification or relevant higher qualification
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 28 May 2020
Reference D20/0256259