



Vocational Trainer and Assessor

School of Isolated and Distance Education

Position number	00041297
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Registered Training Organisation (RTO) Manager (Level 7)
Direct reports	Nil

Context

The School of Isolated and Distance Education (SIDE) is the main centre for K-12 distance education and online learning within the Western Australian Department of Education. The school provides quality education for students who for various reasons cannot attend classes in a regular school.

SIDE provides a wide range of educational programs in Western Australia through an online distance mode. SIDE offers the same education opportunities and support as most primary and secondary schools, including support for students with disabilities, students with learning difficulties and gifted and talented students.

The school uses digital technologies to deliver online education programs. It occurs in two forms:

- Synchronous, real-time communication via the Department's Webex web-conferencing platform. Students have access to scheduled 'live' instruction.
- Asynchronous, 24/7 access. Moodle is used to deliver curriculum materials and facilitate student and staff collaboration online.

In addition, SIDE, as a Registered Training Organisation (RTO), provides quality vocational education and training (VET) programs. This provision of service has significant benefits for students and schools, particularly in regional and remote areas.

Visit education.wa.edu.au to find out more information about the Department of Education and www.side.wa.edu.au for further information about SIDE.

Key responsibilities

- Prepare, deliver and assess training programs in accordance with delivery and assessment plans and training and assessment strategies.

- Instruct, train and assess groups of secondary students as well as prepare and deliver skill demonstrations as required.
- Induct and mentor secondary students throughout their training, ensuring secondary students are fully aware of course requirements, timelines and resources.
- Provide ongoing constructive feedback to secondary students on their progress and assessment outcomes and provide guidance on future learning activities.
- Provide feedback and offer suggestions to assist the continuous improvement of training and assessment resources.
- Maintain training and assessment records and report results as required.
- Establish and maintain relationships with key stakeholders including, but not limited to schools, secondary students, parents and employers.
- Comply with occupational health and safety legislation, policies and procedures.

Selection criteria

1. Demonstrated relevant and current industry skills, knowledge, experience and competency in a relevant industry or professional field.
2. Demonstrated comprehensive understanding and sound knowledge of Training Packages, Australian Qualifications Framework, the Standards for Registered Training Organisations 2015 and competency based training and assessment.
3. Demonstrated ability to deliver quality training and assessment to diverse learners, under a range of conditions and contexts.
4. Demonstrated sound written and verbal communication skills with the appropriate interpersonal skills for working with young people and culturally diverse learners.
5. Demonstrated initiative and organisational skills and the ability to work as a member of a team and offer innovative solutions to support the organisation's vision.

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
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- hold and maintain a current 'C' class drivers' licence
- undertake travel throughout the state, including overnight stays in non-metropolitan locations and remote locations as required
- 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 24 March 2021
Reference D21/0167427