

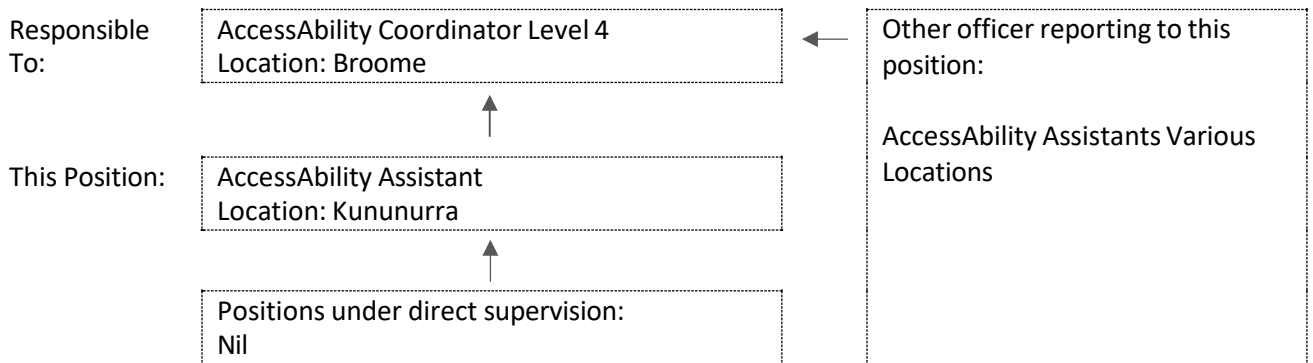


# AccessAbility Assistant GOSAC

## Position Details

Position Number: 30000398  
Classification: Level 2  
Award/Agreement: Public Service and Government Officers CSA General Agreement 2021  
Directorate: Organisational Services  
Location: Kununurra

## Reporting Relationships



## Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

## Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





## Position Overview

This position is responsible for assisting students with a disability to fully participate in the learning environment and successfully complete training and assessment requirements.

## Position Responsibilities

- Provide personal support and assistance to students with disability within the learning environment, taking into account barriers to learning identified in referral and subsequent processes, ensuring appropriate regard for Work Health and Safety requirements, College policies and professional boundaries.
- Identify and implement effective working practices with students including clarifying information, practicing tasks as directed by lecturers, assisting with access to adaptive and assistive technology and appropriate learning resources, and any other tasks as determined by a student's vocational training needs.
- Maintain student records including factual notes regarding learning support delivered and/or needed by students, and where required seek guidance and assistance to address needs.
- Where required, take and provide notes for students in a suitable format to support learning, and/or produce and deliver scanned or re-formatted documents or information in a preferred accessible format to meet the required standards.
- Work collaboratively with other College staff including Aboriginal Training Services staff, to support the learning needs of individual students with disability.
- Perform other duties as required and as directed by the AccessAbility Coordinator or Manager Student Support Services.

## Selection Criteria

### Essential

1. Good communication and interpersonal skills and a demonstrated ability to work with students and staff in a sensitive, inclusive and professional manner, ensuring boundaries are observed and client confidentiality is maintained.
2. Demonstrated understanding of the needs of students with disability and how to empower them in a vocational education environment.
3. A good standard of numeracy and literacy with personal skills of emotional intelligence, time management, Microsoft Office computing skills, personal organisation and task planning.
4. An ability to keep up-to-date on adaptive and assistive technology including relevant software and equipment, or the ability to acquire skills and knowledge in this area.
5. Demonstrated ability to work effectively as an individual and as part of a team, while adhering to Government and organizational policies and procedures.

### Desirable

- Experience in a vocational education and training environment.
  - A relevant post-secondary qualification in disability work or community services work
  - Experience in working with diverse clients including people with disability and Aboriginal and Torres Strait Islander clients.
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**Appointment Factors**

**Location:** North Regional TAFE Campus

**Accommodation:** Not applicable

**Allowances:** As per Award.

**Travel:** Travel to and work at other campuses or sites will be required as the need arises.

**Special Conditions**

**National Police History Check:**

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

**Working With Children Check (WWC):**

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

**Current WA 'C' Class Driver's Licence**

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.


**Prescribed Legislation and Regulation**

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Occupational Safety and Health Act (1984)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

**CERTIFICATION**

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

Employee		Managing Director	
Name:		Name:	Nerida Kickett
Signature		Signature	
Date:		Date:	14 April 2022



Government of **Western Australia**  
North Regional **TAFE**