

# Trainer – Horticulture / Conservation



## Position description

Responsible to: Group Leader – Prevocational and Vocational  
Division: RTO  
Status: 0.4 – 0.8

## Organisation overview

Formed in 1992 following the amalgamation of three smaller community employment organisations, and then expanded with the merger of Continuing Education Bendigo in 2014 and Our Shed in 2015, Access Australia Group has grown to what is today a large and diverse not-for-profit, community based organisation. Access Australia Group is a registered public benevolent institution. As an internationally accredited organisation, the continuing focus of operations is to provide superior customer service and be an employer of choice. Access Australia Group operates five key divisions undertaking a range of operations:

- *Employment Services*
- *Registered Training Organisation, Access Skills Training*
- *Social Enterprises including Access Contractors*
- *Social Inclusion including Access Our Shed*
- *Corporate Services*

## Board of Directors

A board of voluntary directors governs Access Australia Group. Each member of the Board of Directors (Board) contributes a particular expertise to Access Australia Group in its mission of providing opportunities for people. All directors work in conjunction with the Chief Executive Officer (CEO), who has overall responsibility for implementing the policy and strategic direction of the Board.

## Mission

To enable people with disadvantage or disability to enhance their life outcomes through open employment, training and other opportunities

## Values

- **Quality Service and Best Practice**  
*We work with passion and commitment to continuously improve our performance.*
- **Diversity**  
*We value and support diversity, believing that every person has a right to be involved in their community*
- **Accountability**  
*We empower individuals to take responsibility for their actions*
- **Innovation**  
*We embrace a dynamic, creative and flexible environment*
- **Collaboration**  
*We seek value through internal and external partnerships*

## Division Information

Access Australia Group operates a Registered Training Organisation – Access Skills Training (AST).

Access Skills Training (AST) is an accredited Australian Registered Training Organisation regulated by the Australian Skills Quality Authority, registration number 4603..

We provide quality vocational education and training across Victoria, nationally and internationally in Asia. AST is a dynamic and diverse not-for-profit organisation that has been working in the community since 1992.

## Responsibilities and duties:

### Major Function and Purpose

The role of Trainer and Assessor is to work within the Vocational training team to provide quality accredited training and competency-based assessment in Horticulture and Conservation and Land Management at Certificate II and III level. Delivery will be in Bendigo and Ballarat as a minimum.

### General

- Follow endorsed AST Quality procedures for teaching responsibilities
- Carry out role in accordance with current year Business Rules
- Assist with the recruitment and entry processes of students
- Deliver required training according to AST policies and standards and as determined from time to time by the Group Leader.
- Prepare session plans / teaching notes, handouts, examples of activities, assessment tools and tasks in line with the relevant training package or accredited requirements, in compliance with AST Policies/Procedures or other relevant regulatory requirements.
- Record student's attendance on approved AST attendance roll
- Complete student assessments and submit learner results into AST's Student Management System (aXcelerate) in line with AST processes
- Consult with AST Vocational Team Leader if you are unsure of the correct processes
- Complete all documentation for the course and have available for archiving as directed
- Liaise with the AST support staff as appropriate.
- Implement Learner Satisfaction / Feedback Surveys at mid-year and end of year of the course
- Participate in moderation / validation process as directed by supervisor
- Optimise the use of technology to enhance the quality of delivery and assessment for learners.
- Support students undertaking work placement and complete work place assessment as required (where applicable)
- Identify and promote networking opportunities with industry and business.
- Attendance at staff/trainer meetings
- Attendance at internal staff professional development activities
- Participation in external meetings and promotions as directed
- Undertake Professional Development to ensure own industry and educational skills, knowledge and experience are maintained

### Best practice

- Work as an effective member of a team.
- Become familiar with, and abide by all Access Australia Group policies and procedures including compliance with Access Australia Group and Access Skills Training quality assurance policies, systems, procedures and work instructions.
- Ensure that Occupational Health & Safety guidelines are observed, implemented and improved.
- Comply with all relevant legislation and/or by-laws that relate to our activities.

### Signatures

Applicant Name	
Applicant Signature	
Date	

CEO Name	
CEO Signature	
Date	

## Key selection criteria

### Essential

- Certificate IV Training and Assessment (TAE40110 or TAE40116)
- Suitable qualification in Horticulture/Agriculture/Conservation and Land Management
- Demonstrated experience in the Horticultural sector and sound knowledge of this sector, including flora, fauna, conservation, relevant machinery and use of chemicals
- Experience in training and assessing in accredited training packages
- Demonstrated ability to undertake effective work planning and manage own work priorities and professional development
- Demonstrated ability to work within a team environment
- Sound computer skills with attention to detail and the ability to follow processes and work within computer systems and data bases

Successful applicants will be subject to a Police Check, Working with Children's Check and an Employment History Check.

Applicants must address the key selection criteria in their application.

## Salary and conditions of employment

Access Australia Group developed an Enterprise Agreement in 2016 and it governs employment and related conditions

Pay Rate: Part-time Class 3B Band 7 \$62,113 pro-rata, plus superannuation and leave loading commensurate with skills, experience and qualification

Pay Rate: Sessional – Teaching rate - \$63 per hour Non-teaching rate - \$36.50

## Application submission

<b>Address applications to:</b> Paul James Access Australia Group PO Box 276 Bendigo, VIC 3552	<b>Or deliver in person to:</b> 22 McLaren Street, Bendigo, VIC 3550 Or via email to: Paul.james@ast.org.au
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Applicants may visit the Access Australia Group web site at: [www.accessaustralia.org.au](http://www.accessaustralia.org.au)