

# Trainer – Foundation Skills

## Position description

**Responsible to:** RTO Operations Manager  
**Reports to:** Relevant Team Leader  
**Division:** Registered Training Organisation, Access Skills Training  
**Status:** Sessional / Part time

## 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 Skills Training is the Registered Training Organisation of Access Australia Group. With our Head Office in Bendigo we deliver training of Foundation Skills both regionally and in Melbourne.

## Responsibilities and duties:

### Major Function and Purpose

This role is to provide quality accredited training and competency based assessment to students studying Foundation Skills course. Provide excellence in VET practices and meet all relevant legislative and regulatory requirements.

### Main Function

- Follow endorsed AST Quality procedures for teaching responsibilities
- Carry out role in accordance with current year Business Rules
- Deliver required training according to AST policies and standards and as determined from time to time by the Team 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 for entry in AST's Student Management System (aXcelerate), in line with AST processes
- Consult with AST supervisor 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)
- Assist with the recruitment and entry processes of students
- 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 currency of own industry and educational skills, knowledge and experience

### Best practice

- Become familiar with, and abide by all Access Australia Group, AST policies and procedures including compliance with quality assurance policies systems, procedures and work instructions.
- Assist in the development and implementation of policies and procedures to enhance effective and efficient management processes and practices within AST.
- Ensure that Occupational Health and Safety guidelines are observed, implemented and improved
- Comply with all relevant legislation and/or by-laws that relate to all AAG and AST activities

**Signatures**

Name: ..... Signature: .....

Date: / /

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Chief Executive Officer

Date: / /

## Key selection criteria

### Essential

- Carry out role in accordance with responsibilities and duties of position description
- Certificate IV in Training and Assessment (TAE40116 / TAE40110)
- Relevant and current training experience
- Demonstrated verbal and written communication skills
- Demonstrated ability to meet deadlines and prioritise workload
- Demonstrated organisational and problem solving skills
- Demonstrated ability to work individually and as an effective team member
- Current Driver's licence
- Working knowledge of ASQA Standards for RTO's 2015 v2
- Understanding of Skills First contract requirements and obligations

### Desirable

- Tertiary teaching qualification
- Experience training in Foundation Skills
- Working with people with intellectual disability

**Successful applicants will be subject to a Police Check, Working with Children's Check, a Disability Workers Exclusion List 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, which took effect in 2016 and governs employment and related conditions.

Pay Range: Part time Class 3B Band 1 - 7 \$51,071 - \$63,355 pro-rata, plus superannuation and leave loading, commensurate with skills, experience and qualification. Attractive salary packaging benefits are available. (All applicants are encouraged to obtain their own independent financial advice).  
Sessional \$63.00 per hour teaching and \$36.50 non-teaching for sessional trainers, plus superannuation and leave loading (if eligible).

## Application submission

<b>Address applications to: Marie Cox</b> Access Australia Group <b>PO Box 276</b> Bendigo VIC 3552	<b>Or deliver in person to:</b> 33 Mundy Street Bendigo VIC 3550 <b>Or via email to:</b> <a href="mailto:marie.cox@ast.org.au">marie.cox@ast.org.au</a>
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Applicants may visit the Access Australia Group web site at: [www.accessaustralia.org.au](http://www.accessaustralia.org.au)

*Access Australia Group operates under an Equal Opportunity Policy and Occupational Health and Safety Policy and in accordance with current legislation. We encourage people from different backgrounds to apply for positions within our business, including Aboriginal and Torres Strait Islander peoples, people from CALD backgrounds and people with disabilities.*