

POSITION DESCRIPTION

POSITION TITLE:	Trainer
LOCATION:	Cairns, QLD
REPORTING TO:	RTO Manager
DEPARTMENT:	RTO

PURPOSE STATEMENT

Trainers are responsible for the delivery of quality training and assessment services to Skill360 Australia clients including apprentices and trainees, commercial clients, Skill360 employees and other stakeholders. Trainers will also be involved in identifying and developing initiatives for growth within the RTO contributing to business success and increased revenue streams.

OUR VISION

To be the best integrated workforce solutions provider.

OUR MISSION

To provide employment opportunities and up-skilling to people, communities and businesses in a sustainable way.

OUR VALUES

- We will invest in our people
- We will be 100% safe, 100% of the time
- We will provide innovative solutions to problems
- We will provide excellent customer service
- We can always be better in how we do things

REPORTING

This position reports to the RTO Manager

Primary Duties

I. Service Delivery

- Deliver quality training and conduct assessments in accordance with Skill360 Australia's quality systems and AQTF requirements;
- Develop and maintain training plans/schedules to ensure that new apprentices/trainees and Employers understand that training is required for the term of the training agreement;
- Discuss and confirm training delivery and assessment methods with new apprentices/trainees, participants and employers;
- Monitor new apprentice/trainee participant progress and identify and report on any improvements required;
- Ensure knowledge and skills are maintained to accommodate changes in your field of expertise;
- Maintain new apprentice/trainee training record books and review training plans with new apprentices at quarterly intervals;

- Contribute to the development and preparation of all training resources including assessment tools;
- Ensure training and assessment delivery is in accordance with Skill360 Australia requirements;
- Develop training plans in conjunction with employers and trainees and review every quarter;
- Conduct workplace inductions training;
- Monitor trainee progress and identify and report on any improvements required;
- Review Training Record Book with the trainee and employer quarterly;
- Complete Employer Resource Assessments;
- Deliver non-accredited courses that are identified as needed by industry based on current skills and abilities;
- Develop delivery schedule;
- Deliver training and assessment services;
- Maintain professional and technical proficiency;
- Commitment to act in a manner which promotes and protects the safety and wellbeing of children and young people by adhering to the Child Safety National Principles and TBG's Child Safety policies and procedure;
- Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

II. Compliance

- Ensure training and assessment delivery is in accordance with Skill360 Australia Quality Systems and requirements, User Choice Contracts, Traineeship and Apprenticeship requirements, Australian Quality Training Framework Standards and any other Contracts;
- Complete assessment tools to meet training plan and or user choice budget requirements;
- Maintain files, training rolls, assessment tools and records to ensure all requirements of AQTF standards and Skill360 Australia policies are met;
- Assist with AQTF and user choice audits as required;
- Develop and/or contribute to the development of learning and assessment materials;
- Assist in the advancement of training methods and skills within Skill360;

III. Marketing & Sales

- Promote training and assessment products and employment services of Skill360 Australia to potential external clients;
- Proactively build and directly manage effective, collaborative and long-lasting business relationships with current and prospective customers, business partners and other stakeholders;
- Effectively market the RTO and its services to attract new customers, retain existing customers, increase placements and underpin the RTO's profitable growth and ongoing sustainability;
- Promote the benefits of apprenticeships and traineeships to industry, key stakeholders, hosts and the community; and
- Identify new customers and business opportunities.

KNOWLEDGE, SKILLS & EXPERIENCE

- Awareness of and commitment to contemporary practices in quality, knowledge and skills sharing, learning and development;

- Demonstrated knowledge of education and training reforms and the ability to positively respond to the new directions and demands of the training market;
- Demonstrated capacity for best practice in curriculum development and implementation, evaluation and assessment and management of teaching/learning activities;
- Demonstrated commitment to self-development with the focus on qualifications/skills update and contemporary industry practices;
- Demonstrated experience in the delivery of excellent customer service and a commitment to a standard of excellence which results in business improvements;
- Sound computer literacy skills encompassing word processing, spread-sheeting, database navigation and reporting utilising appropriate corporate applications;
- Demonstrated ability to communicate effectively (verbal and written) with a diverse group of people;
- Demonstrated ability to resolve a conflict or achieve a positive outcome by negotiating and influencing a situation;
- Demonstrated ability to establish and maintain productive working relationships with staff and a range of external customers and relevant stakeholders.

QUALIFICAITONS

- VET qualification Certificate IV in Training and Assessment (TAE40116)
- Trade/Business Qualification and successful industry experience in the relevant area;
- Possession of, or agree to obtain, a Blue Card and positive Working with Children notice;
- Working with Children Check (Blue Card) Queensland; and
- National Crime Check (Police Check) clearance;
- Class C Drivers' License;

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____ Date: _____