

Job Description

Trainer: Accredited Courses

Title	Description
Position Title	Trainer
Purpose of the Job	To plan, deliver, and review training and assessment to meet the identified competency requirements of the target group, to the standard required by the College and external accreditation authorities.
Duty & Role Statement	<p>Delivery</p> <ul style="list-style-type: none"> • Plan, prepare and deliver courses /training according to the training package or accredited course. • Provide flexible learning and assessment strategies which will meet the learning needs of a range of students. • Give current course information to students and make sure core and elective units are identified <p>Professional Development</p> <ul style="list-style-type: none"> • Attend and contribute to validation meetings on assessment processes, tools and evidence related to your area of expertise • Attend staff development meetings as required. • Manage your own professional development regarding AQTF matters <p>Paperwork</p> <ul style="list-style-type: none"> • Complete the Student Competency Record accurately, and observe all record management requirements of your position • Confidentiality: particularly of student records • Version control: make sure you are using the current version of materials: check with VET manager if you are not sure <p>Planning and Review</p> <ul style="list-style-type: none"> • Consult with industry for assessment and training design when appropriate • Review the planning, delivery and assessment of each program. • Report on the review as required by the Principal • Contribute to internal reviews and audits when requested to do so <p>Professional Conduct</p> <ul style="list-style-type: none"> • Follow the College Code of Practice • Follow the College policies and procedures, as outlined in your handbooks, and available in the office and on the Web site • Follow OHS procedures <p>Assessment</p> <ul style="list-style-type: none"> • Plan, conduct and review assessment of student competence. • Distribute and explain assessment plans and processes • Inform students about RPL • Inform students about appeals • Design, or assist in the design of assessments

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	<p>Student Support</p> <ul style="list-style-type: none"> • Inform students of the College Access and Equity policies • Seek assistance students have language & literacy requirements
Qualifications and Experience	<ul style="list-style-type: none"> • Minimum qualifications and experience are listed on each Training Package or curriculum documents, but in general are: • 3 years industry experience • Industry qualifications to at least the level being taught. • Training/education qualifications to at least Certificate IV in Assessment and Workplace Training BSZ40198+
Accountable to	Accountable to the Principal
Reporting to	Reporting to the VET manager
Term of Employment	Employment is casual, for the length of the course. The hourly rate includes a component for preparation, marking, review and assessment.
Wages and Conditions	NSW Community Colleges Tutors Award