

## Position Description

<b>Position Title</b>	Vocational Trainer and Assessor
<b>Reporting Line</b>	Training Coordinator
<b>Position Objective</b>	<ol style="list-style-type: none"> <li>1. To provide high quality accredited Training and Assessment</li> <li>2. To facilitate effective student learning and development</li> <li>3. To provide input into the constant improvement of training and assessment materials and course content</li> <li>4. To monitor student progress including training outcomes, vocational placement and training plans</li> <li>5. To participate in meetings and professional development as directed by CEDAR Centre</li> </ol>
<b>Vocational Area</b>	
<b>Qualification Level</b>	
<b>Employment Status</b>	
<b>Hours of Work</b>	
<b>Salary Rate</b>	
<b>Entitlements</b>	
<b>Commencement Date</b>	
<b>End Date</b>	

### 1 Cedar Centre Profile

CEDAR Centre is a community based education centre that has been providing accredited training, community education and access to a variety of learning and meeting environments for over 40 years.

Previously known as Toowoomba Education Centre, CEDAR Centre offers a range of qualifications as a Registered Training Provider (No. 5987) from Certificate II through to Diploma level qualifications in Aged Care, Disability, Early Childhood, Education Support, Community Services, Mental Health, Business Administration, Foundation Skills, and Hospitality.

We specialise in collaborative partnerships designed to assist our diverse community members to achieve their goals and maintain sustainable and meaningful interactions through education, employment and community engagement.

Our new premises, in the former Butter Factory in Brook Street, Toowoomba, provide welcoming spaces that support us to achieve our mission.

#### 1.1 Vision Statement

Our vision is to create a learning community that is empowered, sustainable and compassionate.

#### 1.2 Mission Statement

Our mission is to facilitate and support a culture of ongoing learning and evolution of ideas. We do this by providing practical tools and solutions in education, sustainable practices, and positive and meaningful community interaction.

## 2 Services

### 2.1 Community

As an intrinsic part of our vision, we encourage and support the positive social mobility of our community through education, design, research, and a commitment to sustainable practices. We engage with the broader community to fulfil our mission of providing meaningful community interaction by working in partnership with other organisations to identify gaps and find solutions to address needs in the community.

CEDAR Community seeks to build on its social and cultural involvement by encouraging collaboration within our community networks through the Engaging Communities for Learning project. Another example is the Community Hub, which is facilitated by a dedicated coordinator with experience in the community and volunteering sectors and is “staffed” by students who participate in the hub as well as in the broader community. Through involvement in the Community Hub, students undertake industry training, receive induction into volunteering practices, are mentored by experienced supervisors, and coordinated by community professionals. These students also coordinate community events and activities for CEDAR Centre.

### 2.2 Training

CEDAR Training offers a range of courses designed to assist students of all ages reach their full potential.

CEDAR Centre offers qualifications from Certificate II through to Diploma that allow students entry into careers such as Aged Care, Disability Support, Community Service, Education Support, Early Childhood Education, Business Administration, Mental Health and Hospitality. We also offer qualifications or units of competency in Foundation Skills to provide further assistance to students requiring additional support.

Training is offered through a range of different programs including:

- User Choice Traineeships and Apprenticeships (State Government Funded)
- Certificate 3 Guarantee (State Government Funded)
- Higher Level Skills Program (State Government Funded)
- Fee-for-service
- Skilling Queenslanders for Work (State Government Funded)

## 3 Position Responsibilities

Vocational Trainers and Assessors are responsible for ensuring that students are provided with positive learning experiences to maximise their education experience with CEDAR Centre. This includes delivering high quality, compliant training and assessment at all times.

Trainers will:

- facilitate student learning by preparing and/or using effective training notes and teaching resources in keeping with training package and CEDAR Centre resources, training standards and guidelines;
- present training programs by identifying student learning outcomes and course competencies to be achieved, selecting and executing appropriate training methodologies;
- support students in their learning by identifying learning requirements, designing individual training programs and/or coaching to improve educational performance;
- assess students’ performance against course competency performance criteria and recommend additional training where necessary to gain competency;
- work in consultation with the Training Coordinator to develop Individualised Training Plans based on LLN and other support requirements;
- coordinate vocational placements for students while monitoring progress, undertaking observations and liaising with supervisors;
- develop training materials, programs, assessments and resources by identifying purpose, researching, composing and assembling information relevant to cohort of students;

- participate in industry consultations and validation processes of units and programs;
- maintain current knowledge and experience in vocational areas and in VET through professional development and industry activities and events;
- assess student assessments as they are completed and ensure that all evidence requirements are submitted, collected and filed appropriately;
- ensure all student files are maintained and that all necessary information is submitted into the Student Management System (at least weekly);
- complete monthly reports on course progress and completion rates;
- promote all CEDAR Centre programs to increase profile and business of the centre in consultation with the Chief Executive Officer;
- assist the Centre and students when other trainers are unavailable;
- contribute to the team by participating in planning, development and compiling learning and assessment tools;
- complete paperwork as per funding requirements; and
- follow CEDAR Centre policies and procedures, funding and contractual guidelines and SRTO 2015 requirements.

#### 4 Key Performance Indicators

Trainers will prepare and/or present:

- Timely submission of data on monthly basis
- Regular reviews of student training plans
- Accurate entry of training and assessment data
- Accurate and timely completion of forms as per training and assessment procedures
- Number of units completed on monthly basis
- Student communication via feedback and course evaluation three-monthly
- Monthly industry consultations (at unit level) and quarterly full qualification consultations
- Annual full qualification validation (different cohort of students each year)
- Contribute to team goals and continuous improvement of the Centre by fostering continuous improvement ethos, and attendance and participation at meetings
- Commitment to professional development and industry currency
- Evidence of updated trainer profiles to reflect current unit delivery and training package updates
- Promotion of the values and objectives of the organisation

#### 5 Criteria

##### Essential Criteria

To be successful in this role you will need:

- minimum Certificate IV in Training and Assessment, including LLN unit;
- formal industry qualifications in the relevant industry (LLN skills for FSK delivery);
- commitment to continuous improvement as well as maintaining and updating industry skills and knowledge;
- highly effective communication skills liaising with a wide range of stakeholders including students, community leaders, schools, employers and training sector consultants;
- strong administration, organisational and monitoring skills;
- adaptability and flexibility to maintain high levels of outcomes and satisfaction;
- to be a team player to support quality delivery through contribution of ideas and supporting organisational goals;
- to be highly organised, adaptable to the variety of students' needs and ability to adjust assessments; and
- willingness to contribute to the professional reputation of CEDAR Centre and its staff.

##### Desirable Criteria

You will need:

- willingness to travel; and
- experience working with students from culturally and linguistically diverse (CALD) backgrounds, or who have lived experience of disability or learning difficulties.

## 6 Program Area/s

Training will be delivered under the following training programs:

- Skilling Queenslanders for Work
- Certificate 3 Guarantee
- Fee-for-service
- Higher level skills

The holder of this position will also be required to work in coordination with partner organisations including CEDAR Community programs.

### Position Description Acceptance

Name	Position	Sign	Date
	Vocational Trainer & Assessor		
<b>Anna Nicholls</b>	Chief Executive Officer		