

**MEGT EDUCATION DIVISION**

**Trainer/Assessor**

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***Objectives of the Division:***

The Education Division:

- Delivers high quality education and training services to MEGT Institute's clients in the community and workforce.
- Provides employers, staff and those seeking career and higher education pathways a supporting environment to foster learning outcomes and develop personal and organisational growth.
- Best provides government training funding and assistance to all target cohorts in a fair and responsible manner.
- Provides a place of employment supporting individual and team growth, encourages ideas, recognises initiative and provides security.

***Objectives of the Position:***

The purpose of the Trainer/Assessor role is to enhance the students' learning experience by providing high quality, engaging training and assessment that addresses the needs of the student and complies with all MEGT and various regulating bodies, policies, procedures and compliance requirements.

***Relationships:***

This role reports directly to the Education Manager or Manager International Education and liaises with:

- Program Leaders and Compliance team
- Student Services and Administration teams
- Fellow trainers
- Students (and supervisors/employers as relevant)
- Management stakeholders

***Dimension:***

Division: MEGT Education

Employees directly supervised: Nil

Agreed outcomes: as per Key Performance Indicators

***Selection Criteria:***

- High level organisational and administrative skills able to prioritise own work schedules
- Focused on student engagement and learning
- Continually strive for personal and organizational development
- Strong communication and people management skills
- Self motivation as well as a motivator of others
- Ability to work in a team environment and be receptive and positive to change
- Student mentoring and coaching experience preferable

### **Qualifications, Skills and Attributes:**

- Certificate IV in TAE (40110)
- TAELLN401A Address adult language, literacy and numeracy skills, preferable
- Qualifications in program preferably to an advanced level.
- Evidence of five (5) years of current or recent industry experience in the chosen field of training required.
- Minimum of three (3) years of VET training and experience managing course delivery preferred.

### **Duties and Responsibilities:**

- Deliver high quality training and assessment that maximises learning and a positive student experience.
- Foster an engaging, interactive and enjoyable learning environment that includes addressing clients' individual learning and assessment needs, providing prompt feedback and learning advice, closely monitoring the progress of all your students and reporting any concerns in a timely and appropriate manner
- Maintain knowledge of, and adhere to requirements of all relevant MEGT standards, policies, procedures, work instructions, service guidelines and regulatory and legislation regulations pertaining to ASQA and contracts and cohorts for which you deliver training and assessment
- Ensure maintenance of, and actively contribute to further development of all learning and assessment programs, including but not limited to session/learning plans, validation and moderation of assessment tasks, student and or supervisor/employer engagement, schedules and timetables.
- Plan learning and assessment engagement and ensure punctuality and preparation for all engagement and complete all relevant tasks post engagement within required times frames. Complete and submit accurate administration and training records in line with policy and as per processes and within required timeframes.
- Actively contribute to continuous improvement on all courses and processes and participate in Educational, VET and Industry currency opportunities.
- Adhere to the Rules and Principles of Assessment for VET assessments.
- Support colleagues and your Management team by adopting a communicative, collegial, positive, professional and flexible approach to work and the Organisation, including clients and external stakeholders.
- Plan and contribute to business growth and cost effective operations.
- Remain vigilant and report any potential WHS issues.

(Note: The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.)

### **Key Performance Indicators:**

- Case load/classroom/workshop management- punctuality, cleanliness, planned and organised and student engagement and interaction
- All assessments, feedback and results completed, entered and submitted to student and/or relevant administration by due date
- Monitor and report on student progress to student and relevant stakeholders including workplace supervisors
- High Customer Satisfaction levels are maintained and contributions to business growth made.
- Compliance with MEGT and its regulators including ASQA and state contract standards, procedures, policies and directions

- Compliance with specific program requirements and Duties and Responsibilities as outlined above.

***Health, Safety and Environment (HSE) Responsibilities:***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

***Police Check:***

This position is required to undertake a **National Police Check** and any **State/Territory Working with Children Check** (where applicable). The National Police Check must be renewed every 2 years from the date of the initial check as a minimum.

***Diversity:***

MEGT is committed to welcoming and maintaining a diverse workforce, which will help us attract and retain a team of talented people to better serve our clients and improve business results.