



**Job Description Form –
Trainer / Assessor**



SECTION 1 – JOB SUMMARY

This role entails.....

SECTION 2 - REPORTING RELATIONSHIPS

This position has direct reporting access to the The Director of of Perth Boat School

SECTION 3 – DUTIES AND RESPONSIBILITIES

TRAINING PROGRAM DELIVERY –

- Liaise with the Director of Perth Boat School to confirm course details, materials and resources are current and accurate prior to each course.
- Training and facilitation of Perth Boat School training programs, as agreed with the Director of Perth Boat School, in accordance with delivery requirements, the training resources, incorporating adult learning principles and ensuring quality training and assessment, complying with the requirements of the nationally endorsed Training Packages within scope of registration and the AQTF Standards for RTOs.
- Ensure training programs commence no later than the nominated start time and that morning and afternoon tea and lunch breaks do not exceed the allotted times.
- Convey explicitly to participants at the commencement of each workshop, the housekeeping and safety arrangements. Ensure these arrangements are adhered to by the participants.
- Actively promote equal access and in particular, invite participants at the commencement of each workshop to register any special requirements they may have, especially in relation to physical impairments, learning disabilities or English language difficulties.
- Ensure training is delivered in a safe manner at all times, including operating equipment safely and in accordance with operating instructions.
- Report any health or safety hazards (including faulty equipment) immediately to the Director of Perth Boat School. Report also, any accidents, injuries or dangerous incidents immediately to the Director of Perth Boat School.

RECORDS –

- Complete all relevant paperwork and documentation for each training program conducted, in accordance with Perth Boat School's requirements.

EVALUATION OF PRODUCTS AND SERVICES –

- Request course participants to complete course evaluation at the conclusion of each course.
- Collect evaluation forms and return them together with any completed assessment documentation, to the Director of Perth Boat School immediately following the conclusion of each course.
- Complete a Trainer Course Evaluation form, providing feedback on effectiveness of training program and returning this to the Director of Perth Boat School immediately following the conclusion of each course.
- Advise the Director of Perth Boat School of any negative feedback from course participants regarding services or facilities and in particular complaints, grievances or appeals.



ASSESSMENTS –

- Explain fully to course participants the requirements of their assessments. Emphasise the importance of returning completed assignments at the earliest opportunity. Advise participants that assignments cannot be accepted more than 6 months after the course.
- Undertake assessments in accordance with Perth Boat School's policies and procedures, completing all necessary documentation as advised by Perth Boat School.
- Participate in validation and moderation meetings convened to review assessment processes, tools evidence and assessment decisions.

COUNTRY COURSES –

- Undertake training and assessment in regional centres as agreed with the Director of Perth Boat School.
- Report to the Director of Perth Boat School regularly advising of response from regional areas.
- Liaise with venue staff to confirm numbers, room layout and other requirements.

OTHER DUTIES –

- Participate in meetings of Perth Boat School convened to discuss training and assessment matters or review new and existing training resources.
- Answer queries from Perth Boat School's clients on Professional Development services and action associated requests for information.
- Actively undertake professional development to maintain currency of skills and knowledge with respect to the VET system, particularly the AQTF and Training Packages within Perth Boat School scope of registration, including any internal and external workshops arranged by Perth Boat School for the professional development of its personnel.
- Provide feedback to the Director of Perth Boat School regarding any concerns you may have regarding particular course participants, the course itself, the premises, facilities, or any other aspect which you perceive may have a negative impact on the business, staff, premises or clients of Perth Boat School.
- Convey to the Director of Perth Boat School any prospective business opportunities, which you may become aware of during the facilitation of the course.

All of the above service requirements are carried out in accordance with the needs of the client and are consistent with relevant legislation, Perth Boat School policies, practices and procedures.



SECTION 4– SELECTION CRITERIA

ESSENTIAL CRITERIA:

- Certificate IV in Training and Assessment
- Highly proficient trainer and facilitator of adult learning and assessment.
- Well developed communication and interpersonal skills and an ability to foster positive relations and influence outcomes.
- Experience in program assessment and evaluation
- Highly motivated, resourceful and able to work autonomously, though as an integral member of a professional team.
- Leadership skills including a capacity and commitment to operate in accordance with Perth Boat School's values and Equal Opportunity principles and practices.
- Experience and knowledge in mining and blasting, demonstrated by vocational qualifications or competency.

HIGHLY DESIRABLE:

- Sound knowledge and experience with the VET system (including AQF and AQTF Standards for RTOs) in Australia. .
- Computer literate and proficient with MS PowerPoint presentation software and data projection equipment.

SECTION 5 – POSITION APPROVALS

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

THE DIRECTOR OF PERTH BOAT SCHOOL

SIGNATURE: _____

DATE: _____