

JOB DESCRIPTION

Position Title: Trainer/Facilitator

Position number: TBC

Business unit: UOWCA Vocational

Location: Wollongong
Campus

Reports to (title): Program Manager

TRF placement: N/A

Primary purpose

The primary purpose of this role is to develop and lead students in classroom-based learning activities to successfully meet the competency requirements of the course. The role includes provision of support and feedback to students during the course and observation and assessment of student competency and performance according to course requirements.

In addition, Trainers/Facilitators are to maintain accurate and current documentation regarding student progress and attendance. Trainers/Facilitators will be required to undertake validation and moderation activities as required by the Program Manager.

Key responsibilities / accountabilities

Key responsibilities / accountabilities	Outcome	% of time
1. Develop lesson plans, resources and deliver units of competency for the specific areas of study in accordance with regulatory frameworks and UOWCA processes and procedures. Perform and /or monitor assessment and assessment outcomes for individual students. Inform Program Manager of any concerns regarding student resources or performance issues.	Students are receiving appropriate training as per training package and Learning & Assessment Strategy. Students are closely monitored for progression and final completion. Sufficient assessment records and tracking of submissions are kept.	80%
2. Student Administration processes are followed and student records are submitted as required by Program Manager. Student progress sheets are maintained and up to date, assessment submissions and any student records including student diary notes are kept.	Students and student data effectively managed. UOWCA complies with the Standards for VET Accredited Courses under the VET Quality Framework.	10%
3. Student support is given and recognise that some students may be Aboriginal and Torres Strait Islander (ASTI) student, students from groups under-represented in the community or students who may have diverse academic, work and life experiences and that extra support may be needed. 4. Handle complaints and student welfare issues in accordance with UOWCA's policies and procedures	Course runs efficiently. Excellent customer service is delivered to all students. Professional communication style used at all times with trainers, students and UOWCA stakeholders.	5%

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5. Maintain vocational currency and professional development	Professional expertise is maintained and relevant industry knowledge is delivered as part of the student experience.	5%
Actively demonstrate the UOW Global Enterprises Corporate Values (passion, innovation, integrity, collaboration, courage, excellence)		Ongoing

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the UOWGE to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. UOWGE wants to place you in the best situation to use your skills effectively in the position you are applying for at UOWGE

Other Responsibilities

1. Work health and safety responsibilities:
 - a. take reasonable care for your health and safety, and
 - b. take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons, and
 - c. comply, so far as reasonably able, with any reasonable instruction that is given to ensure compliance with work health and safety legislation; and
 - d. co-operate with policies or procedures relating to health or safety at the workplace.
2. Observe principles and practices of Equal Employment Opportunity (EEO).
3. Declare any conflicts of interests that may arise during your employment to the People and Culture Department.
4. Evaluate, train, develop, and motivate staff. Demonstrate responsibility (applicable to managers / supervisors).

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Reporting Relationships

Position Reports to:	Program Manager
This position Supervises the following positions;	Nil
Other Key Contacts	RTO Manager Vocational Education Students, other trainers/facilitators, administrative staff UOW College General Manager

Selection criteria – Education and Experience

Essential:

- Successfully completed a qualification in a relevant field equivalent to or above the course you are teaching
- Successfully completed TAE40116 Certificate IV in Training & Assessment or equivalent
- Minimum 2 years current teaching or facilitation experience
- Current registration as RN with AHPRA (Nursing)
- Minimum 5 years post registration clinical experience in health care industry (Nursing)
- Current Working With Children Check

Desirable:

- Relevant Undergraduate studies
- Course resource and assessment development experience

Selection criteria – Knowledge and Skills

Essential

- Current industry skills and experience directly relevant to the training and assessment being provided
- Computer literacy in Microsoft Word, Excel and PowerPoint
- Ability to engage, lead, mentor and encourage students in classroom and clinical environments
- Ability to create a positive and inclusive learning environment
- Ability to manage student matters in academic and non-academic issues

Desirable:

- Knowledge and understanding of the VET environment and compliance
- Understanding of ASQA / ANMAC regulatory guidelines & standards (Nursing)



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Personal Attributes

- Ability to maintain the strictest levels of confidentiality at all times
- Has integrity and operates with transparency
- Resilient and adaptable to change
- Certified proof of right to work in Australia
- Immunisation Records (Nursing)
- Police background check (Nursing)