The Inner Melbourne VET Cluster (IMVC) is a progressive non-profit organisation that has been providing vocational education and training programs, and employment services for young people experiencing disadvantage for over 20 years. Our purpose is to develop the confidence, education, and employability skills to ultimately transition young people into work and independence.

The IMVC focuses on service delivery in various regions across metropolitan Melbourne, with current contract in the west, Melbourne CBD, inner south-east and north. We are well respected in the education sector, government, industry and the broader community often working collaboratively with other agencies to achieve positive and sustainable transitions for our stakeholders, particularly young people.

The IMVC delivers a diverse suite of education and employment programs and services and, as such, we can provide our stakeholders with a holistic approach to the development of skills and capabilities to:

* Learn – participate in education and training
* Work – participate in employment, unpaid or voluntary work and
* Engage – connect with people and community

Our programs include:

* Accredited and pre‐accredited training
* Work readiness and re‐engagement programs
* VET delivered in Secondary in Schools Coordination
* Industry immersion
* Case management services
* Career and transition initiatives
* National Disability Coordination Officers

**The Role**

**Position Title:** Vocational Trainer and Assessor

**Time Fraction:**  Varied. Sessional employment for 2022.

**Responsible to:** Vocational Education and Training (VET) Manager

Appointment will be made subject to a Working With Children Check; clearance from a police background check regarding working with young people, and evidence of meeting the COVID-19 vaccination requirements set by the Department of Health and the Department of Education (at 26 November 2021 fully vaccinated against COVID-19 or medically exempt).

**Job Summary**

The primary task of the Vocational Trainer and Assessor is to prepare and deliver nationally accredited training programs to clients of IMVC. The role also involves preparing administration and liaising with our stakeholders.

**Reporting Relationships**

The Vocational Trainer and Assessor roles sit within the Vocational Education and Training Team and reports to the VET Manager.

**Key Accountabilities**

**Training and Assessment**

* Delivery of quality training and assessment to learners that is reflective of industry standards, particularly to senior school children
* Preparation of all class material, lesson plans and additional resources as per compliancy requirements
* Demonstration of full commitment to the compliance requirements of the governing body and a clear understanding of training package requirements: Victorian Registration and Qualifications Authority (VRQA) VET Guidelines and Australian Quality Training Framework (AQTF) 2010 conditions and regulations
* Completion of all VETDSS reporting requirements for IMVC.
* Participation in professional development activities as required and submit monthly evidence such as: receipts, emails, agendas & minutes.
* Submission of all required documentation including attendance records, assessment evidence and training plans (where applicable), Evidence of participation (where relevant) and professional development logs within IMVC timelines.
* Attendance at curriculum/validation/moderation sessions (internal & external) as required.

**Administration, Reporting & Data Collection**

* Management of student enrolment from start to completion, including relevant withdrawals and assessments – documented and reported to IMVC.
* Develop and maintain a student data collection process and procedure to provide information as required monthly to the RTO.
* Other duties as identified by the Vocational Education and Training Manager
* Program promotion at relevant networks and with relevant stakeholders

**Professional Development**

* Vocational Trainer and Assessors are responsible to ensure that they maintain currency in the vocational area in which they train, in addition to their VET professional development. IMVC will provide trainers with information of professional development opportunities. Trainers are strongly encouraged to attend these sessions. Alternatively, trainer/assessors may identify their own professional development opportunities. A record of the Professional Development activities participated in must be recorded on the Professional Development (PD) log provided by IMVC.

**Key Selection Criteria**

**Essential Qualifications for Accredited Trainers**

* Vocational Qualifications equivalent to or above the VET course being taught and minimum of 3 years industry experience.
* TAE40116 Certificate IV in Training and Assessment or its successor

**Essential Experience**

* Demonstrated previous experience in training delivery to young adults and secondary school students
* Understanding and knowledge of VET framework, Victorian Registration and Qualifications Authority (VRQA) and Australian Quality Training Framework (AQTF)
* Demonstrated ability to manage the implementation of youth education programs and a passion to work with young people as well as an understanding of the learning needs of people facing multiple barriers to accessing and participating in educational programs
* Demonstrated skills and experience in the engagement of young people who have high needs including the ability to manage challenging situations and resolve conflict.
* Ability to be innovative and creative including a proven ability to set up, run and manage programs with minimal supervision.
* Highly developed verbal and interpersonal skills, with the ability to communicate to a wide range of stakeholders including youth workers, education providers, teachers, parents and young people.
* Experience in evaluating and reporting on program outcomes in an organised and timely manner.
* High standard of organisation and administrative skills including planning, record-keeping, attention to detail.
* Commitment to Child Safety: Must be able to demonstrate an understanding of appropriate behaviours when engaging with children, and of children with diverse needs and/or backgrounds.

**Vocational Trainer and Assessors are required to provide evidence of the following before being appointed:**

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| **Current Resume**   * Must be signed and dated * Must contain a summary of last three- five years industry experience. * Must provide evidence of how industry currency is maintained |
| **Working with Children/VIT/PTT registration**  Employment is subject to clear WWCC & Police check or PTT registration if teaching in a school.   * **Option 1**   Current Working with Children Check & National Police Check (not older than two years)     * **Option 2**   Current VIT Registration or Current Permission to Teach (PTT) Registration |
| **TAE**  Certified copies of the following:   * TAE40116 Certificate IV in Training and Assessment or its successor **or** * TAE40110 Certificate IV in Training and Assessment plus the following units: * TAELLN411 (or its successor) or TAELLN401A, and * TAEASS502 (or its successor) or TAEASS502A or TAEASS502B **or** * Diploma or higher-level qualification in Adult Education |
| **Vocational Qualifications**   * Certified copies of any relevant Industry Qualifications - to the level or higher that is being delivered and assessed. |
| **Trainer Matrix (Completed on IMVC Template)**   * Current knowledge and skills in vocational training * Current industry skills directly relevant to the training being assessed and provided * Trainer Skills Matrixshould provide evidence of industry currency * Must be signed and dated on last page by trainer |
| **Professional Development (PD) log (Completed on IMVC Template)**   * Evidence of Professional Development and industry currency |
| **Dept of Education and Dept of Health vaccination requirements**   * From 26/11/2021 - Evidence of being fully vaccinated against COVID-19 or holding a medical exemption |