

Title:	First Aid Trainer (Casual or Contractor)
Employment Type:	Between 16 to 24 hours per week
Pay Rate:	\$50.00 per hour
Reports to:	First Aid Coordinator
Location:	Training Centre: Unit 7, 16a Keilor Park Drive, East Keilor, Vic 3033 Head Office: Riddells Creek, Victoria 3431
Period	12-month fixed-term contract (inclusive of a 3-month probationary period)

About Us

Delivering first aid courses in the Victorian community for 20 years, Intelligent Training Solutions is a registered training provider (RTO) with a strong focus on the quality of our delivery, student support, and customer service. We are a dynamic business with a solid commitment to successful training outcomes for all our clients, students, and the communities that we work in. Our approach is to work with individuals and employers to provide training solutions for our students current and future needs and their workplaces and or community groups.

We pride ourselves on our courses, ensuring that our materials, equipment, and delivery methods remain current and in line with the latest industry practices and technologies. We are proud of our vast and diverse client base and take every reasonable opportunity to ourselves as an organisation and contextualise our course content, delivery, and assessments methods to suit the individual needs of our groups or clients.

About this Opportunity

A position(s) has opened for talented and passionate first aid trainer(s) who wish to make a genuine and rewarding contribution to the community in a permanent or casual role. This position requires you to deliver and assess, at minimum, units such as, but not limited to:

- HLTAID009 - Provide cardiopulmonary resuscitation (CPR)
- HLTAID011 - Provide first aid
- HLTAID012 - Provide first aid in an education and care setting

As a first aid trainer, you will have the opportunity to be part of a business that respects its team, clients and students. We believe in and support an inclusive work culture and promote a student-first approach to education and training. You will be delivering first aid training to corporate and public clients in accordance with the Australian Qualifications Framework (AQF).

If you are a passionate educator and trainer with the ability to engage and support participants from various backgrounds and skills levels, we would love to speak with you. We are keen to support and

help grow the skill levels of the right applicant(s) in this position. Applicants with a background in education and training, health profession, aged care, early childhood care, workplace health and safety and other related fields are welcome and encouraged to apply.

Essential Skills and Attributes (Selection Criteria)

The following are a list of the essential skills and attributes required for this position

- TAE40116 Certificate IV in Training and Assessment. If you hold a TAE40110, we may be prepared to provide you with upgrade training
- Experience in the provision of first aid or health care, and a sound understanding of the principles of First Aid
- Demonstrated ability to deliver engaging training to groups
- Minimum availability of 1 day per week (may include a Saturday). Multiple days are available for those interested.
- Self-motivated and flexible to work independently and as part of a team
- Outstanding customer service focus and strong communication skills
- Highly organised and reliable
- Current drivers licence, reliable and roadworthy vehicle
- Willingness to travel within metropolitan and regional Victoria
- Willingness to undertake a current Police Check and Working with Children's Check

Summary of Duties

1. As a trainer and assessor, you will report to our Training Manager. Responsible for this role include the delivery and assessment of First Aid course materials and assessments.
2. Trainers will need to conduct training and assessment activities in accordance with:
 - The requirements of the relevant training package or curriculum document
 - The requirements of the AQTF standards, guidelines and our own policies and procedures.
3. A trainer's duties include:
 - Arranging themselves to collect any and all required equipment and paperwork from either our East Keilor or Riddells Creek office.
 - Advising the program coordinator on the purchase of equipment, teaching, and learning resources as required.
 - Ensuring that you are prepared and ready to delivery our learning and assessment materials to your class.
 - Preparing equipment and resources, ready for delivery to your class.

- Read, interpret, and follow the delivery and assessment methods listed within our training and assessment strategies for each course delivered.
 - Access the competency of each student (both in-class and the students online work) and complete the required paperwork
 - Advise the student of their results or assessment outcome.
 - Maintain accurate and reliable attendance and assessment records for all students.
 - Transmit attendance records and assessment records to our administration team in Riddells Creek at the completion of each class or as requested by the administration team.
 - Assist the program coordinator in reviewing and improving on training materials, delivery methods, assessment procedures and assessment tools.
 - When requested, facilitate with assessment validations and or moderation activities.
4. Trainers will be required to participate in regular performance reviews and be involved in activities to maintain the currency of their training, assessing and subject matter qualifications and experience. On average, you will be required to undertake approximately 20 hours of professional development activities throughout a 12-month period.
 5. Reporting to their manager on the activity each week.
 6. Follow RTO procedures and policies.
 7. Maintain an understanding that each team member and position within our organisation must remain flexible in their approach to their work duties and perform duties or job tasks that are in the best interest of Intelligent Training Solutions.
 8. Other reasonable duties within the scope of the role as directed by the CEO or Training Manager

Access and equity

1. Implement the access and equity policy
1. Monitor implementation of the access and equity policy by all RTO staff

Student Safety

1. Implement Occupational Health and Safety policies and requirements
2. Report OH&S issues to the relevant employer and the Registered Training Organisation CEO in a timely fashion
3. Implement the RTO Student code of behaviour
4. Notify the relevant authorities and the Registered Training Organisation CEO of any critical incidents and accidents

Preferred capacities

1. A trainer and assessor will have suitable experience and / or qualifications in deliver and assessment to groups of people.
- 1. Excellent customer service skills**
2. Problem-solving ability
- 3. Excellent computer skills**
4. Ability to meet deadlines
5. Ability to organise and prioritise work flow
6. Excellent oral and written communication skills
7. Motivated, self-starter
8. Ability to create and maintain productive relationships with staff, students, and stakeholders

Professional Development

1. Professional development will be available to enable maintenance and development of the currency of employee's qualifications and experience.

Required Qualities

1. Excellent communication, interpersonal skills and report writing
2. Ability to interact proactively with management and staff.
3. Demonstrate competence in conceptual, analytical and problem-solving skills
4. Well-developed organisational and administrative skills, including strong attention to detail and the ability to prioritise and control own workload.
5. Demonstrate effectiveness in contributing to a small team, including the capacity to review and improve workplace practices.
6. Demonstrate capacity to effectively communicate, promote and uphold ITS compliance initiatives and values, including discretion and confidentiality.
7. Well-developed computer literacy skills within a Microsoft Office environment.
8. Ability to think clearly, independently and creatively
9. Demonstrate capacity to work effectively as part of a small team

Flexibility will be required from time to time it may be necessary to undertake other tasks listed above. It is our policy to develop a multi-skilled workforce across our organisation. It is envisaged that this position will be developed so all involved can grow professionally and profitably.

Location of Work:

This position will primarily require you to work in Regional Victoria (Gisborne, Kyneton, Lancefield, Romsey, Riddells Creek, Bendigo, Daylesford, Trentham, Sunbury) and throughout Metropolitan Melbourne.

For background information, Intelligent Training Solutions delivers first aid courses throughout Victoria and for specific corporate clients in Queensland, New South Wales, ACT and South Australia so interstate travel is an option **but not required** for this position.

Any person who accepts this position must be willing and flexible to work in the various locations. We encourage any potential applicant to view our website for an understanding of how and where we operate. Prior to and after each class, you will be required to pick up and drop off paperwork and equipment from either our East Keilor Office or our Riddells Creek Office.

Employer Questions:

Your covering letter will need to include answers to the following questions:

- Have you completed Certificate IV in Training and Assessment (TAE40116)? If yes, when and through which education provider?
- Do you have experience in training, presenting and providing learning to groups of people? If yes, please outline your experience.
- Do you have a current Drivers licence, a clean driving record, and your own reliable vehicle?
- Will you be available for a minimum of 1 day per week? This may include Saturday's.
- Are you willing to travel across CBD and regional Victoria?

To Apply:

If you are interested in this position, you are required to send in your resume with an attached covering letter detailing your experience in relation to this duty statement. You can submit a application online via our website: <https://enrolments.its.edu.au/?p=12846> or send in your application to info@its.edu.au. Applications will close once the positions have been filled.

Applicants who meet the essential skills and attributes listed above will be contacted and asked to attend a phone interview with the CEO or Training Manager. If successfully on the phone, you will be required to attend a first aid class at one of our venues to observe the class. You can visit us at any time at our training venue located at Unit 7, 16a Keilor Park Drive, East Keilor, Vic 3033

ITS Values

Integrity – Be honest, transparent and true to our word

Passion – Take pride in being the best we can be and leaving a positive legacy from everything we do

Innovation – Never stop asking ‘what if’ and ‘how can we’, then follow through with rigor

Leadership – Inspire and encourage our people, seek their feedback and act on it

Accountability – Take ownership and be accountable for our actions

Student Focus – Focus on the student and deliver on our brand promise.

Position holder’s signature	Date:
Training Manager signature	Date:

For more information visit our website: <https://www.its.vic.edu.au/jobs-intelligent-training-solutions/>