

Title:	Confined Spaces Trainer and Assessor
Employment Type:	Sessional (Casual or Contractor)
Pay Rate:	\$60.00 per hour NOTE: - includes GST if employed as a contractor or; - includes superannuation if employed as a casual employee
Reports to:	Training Manager
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 training in confined spaces in the Victorian community for 10 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 assessment methods to suit the individual needs of our groups or clients.

About this Opportunity

A position has opened for talented and passionate confined spaces trainer and assessor who wishes to make a genuine and rewarding contribution to the community in a permanent casual or sessional role. This position requires you to deliver and assess, at minimum, units such as, but not limited to:

- RIIWHS202E – Enter and Work in Confined Spaces

As an Intelligent Training Solutions trainer and assessor, 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 industry-required 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 skill levels, we would love to speak with you. We are keen to support and help grow the skill levels of the right applicant in this position. Applicants with a background in education and training, construction industry, fire rescue industry, workplace health and safety and other related fields are welcome and encouraged to apply.

Essential Skills and Attributes (Selection Criteria)

The following is 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 working in confined spaces with a sound understanding of the principles and code of conduct relating to confined spaces.
- Demonstrated ability to deliver engaging training to groups
- Minimum availability of 4 days per calendar month (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 driver's licence, reliable and roadworthy vehicle
- Willingness to travel within metropolitan and regional Victoria
- Willingness to undertake a current Police Check and Work with Children's Check

Summary of Duties

1. As a trainer and assessor, you will report to our Training Manager. Responsibilities for this role include the delivery and assessment of 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 deliver 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 student's 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 training materials, delivery methods, assessment procedures and assessment tools.
 - When requested, facilitate 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 delivering and assessing 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 workflow
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 Metro Melbourne (East Keilor); however, training in Regional Victoria may also be required at times.

For background information, Intelligent Training Solutions delivers courses throughout Australia; however, our confined spaces courses are primarily delivered throughout Victoria. 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.

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 4 days per calendar month? This may include up to two Saturdays.
- 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 an 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 may be asked to attend a confined spaces course 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/>