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| <b>Title:</b>           | Industry (Property Services) Trainer & Assessor   |
| <b>Employment Type:</b> | Casual Contract <b>OR</b> Contractor Agreement  |
| <b>Available Hours</b>  | Between 8 to 24 hours per month   |
| <b>Pay Rate:</b>        | <b>Contractor Agreement:</b> \$66.00 per hour - inclusive of GST. <b>OR;</b><br><b>Casual Contract:</b> \$60.00 per hour plus Superannuation. |
| <b>Reports to:</b>      | Training Manager  |
| <b>Location:</b>        | <b>Training Centre:</b> Unit 7, 16a Keilor Park Drive, East Keilor, Vic 3033  |
| <b>Period</b>           | 12-month fixed-term contract (inclusive of a 6-month probationary period)   |

### About Us

Intelligent Training Solutions has been delivering property services courses throughout Australia for the last seven years, and Nationally Accredited courses to Australian communities and companies for over 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 in which we work. Our approach is to work with individuals and employers to provide training solutions for our student's 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(s) has opened for a talented and passionate property services trainer who wishes 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:

- CPPFES2026 – Inspect and Test Emergency Lighting and Exit Sign Systems

Additional training opportunities exist for the correct applicant.

As a property services trainer, you will have the opportunity to be part of a business that respects its team, clients and its students. We support an inclusive work culture and promote a student-first

approach to education and training. This position will require you to deliver and assess students in Nationally Accredited courses related to property service and management. Our target clients are corporate and public clients.

We will love to speak with you if you are a passionate educator and trainer who can engage and support students from various backgrounds and skill levels. Intelligent Training Solutions is keen to support and help grow the skill levels of the right applicant(s) for this position. Applicants with a background in property services and management or the electrical industry are encouraged to apply.

**PLEASE NOTE:** Applicants with a VET training and assessment background would be preferred, but it is not essential, providing that you are willing to obtain your TAE40116 Certificate IV in Training and Assessment Certificate within an agreed timeframe. Intelligent Training Solutions will support the right applicant in achieving their TAE40116 certificate.

### Essential Skills and Attributes (Selection Criteria)

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

- (Preferred, not essential) 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 property service and management industry or experience within the electrical industry.**
- (Preferred) - Demonstrated ability to deliver engaging training to groups
- Minimum availability of 1 day per month (may include Saturday's).  
NOTE: 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, regional Victoria, and interstate\* if required.

\*NOTE: If you are asked to deliver a course interstate, Intelligent Training Solutions will cover all costs associated with travel, accommodation, and travel related expenses.

- 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. You will be responsible for delivering and assessing ITS-approved and provided course materials and assessments.
2. You will need to conduct training and assessment activities in accordance with:

- The requirements of the relevant training package or curriculum document provided to you.
  - The requirements of the AQTF standards, guidelines and our own policies and procedures.
3. A trainer's duties include:
- Arranging to collect any required equipment and paperwork from our East Keilor or Riddells Creek office.
  - Advise the program coordinator on purchasing equipment, teaching, and learning resources as required.
  - Ensuring 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 administrative 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 results to our administration team after 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, assist 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 calendar year.
5. Report to their Training manager on their activities as required.
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 / Workplace Health and Safety policies and requirements
2. Report OH&S / WH&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 relevant 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 the maintenance and development of the currency of employees' 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. At times, it may be necessary to undertake other tasks not 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 East Keilor, Victoria; however, Intelligent Training Solutions does also conducted course in Regional Victoria (Gisborne, Kyneton, Lancefield, Romsey, Riddells Creek, Bendigo, Daylesford, Trentham, Sunbury), Metropolitan Melbourne, and Interstate.

Any person who accepts this position should be willing and flexible to work in various locations. We encourage any potential applicant to view our website to understand better how and where Intelligent Training Solutions operates. Before and after each class, you may be required to pick up and drop off paperwork and equipment from our East Keilor Training Centre.

#### Employer Questions:

Your cover 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? If NO, are you prepared to enrol in and complete your TAE40116 Certificate?
- Do you have experience training, presenting, and assessing groups of people? If yes, please outline your experience.
- Do you have a current Drivers's licence, a clean driving record, and a reliable vehicle?
- Will you be available for a minimum of 1 day per month? This may include a Saturday.
- Are you willing to travel if required?

### To Apply:

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

Any applicant who meets the essential skills and attributes listed above will be contacted and asked to attend a phone interview with the Training Manager. If successful on the phone, you will be required to participate in a Test and Tag (CPPFES2026) course, free of charge, 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.

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|-----------------------------|-------|
| 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/>